



Shire of Mukinbudin
Ordinary Meeting of Council

AGENDA

Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Wednesday 29th May 2019

Dirk Sellenger
CHIEF EXECUTIVE OFFICER



****** DISCLAIMER ******

No responsibility whatsoever is implied or accepted by the Shire of Mukinbudin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mukinbudin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Mukinbudin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin warns that anyone who has any application lodged with the Shire of Mukinbudin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mukinbudin in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

SUMMARY OF MEETINGS

Shire of Mukinbudin 2019

	Briefing / Workshop	Council Meeting
January	✗	✗
February	✓	✓
March	✓	✓
April	✗	✓
May	✓	✓
June	✓	✓
July	✓	✓
August	✓	✓
September	✓	✓
October	✓	✓
November	✗	✓
December	✓	✓

Briefing / Workshops will ordinarily commence at 10.00am unless agreed to change this time.

Council Meetings will ordinarily commence at 1.00pm unless Council agrees to change this time.

Changes to Council Meetings must be advertised in accordance with Sect 5.4 of the Local Government Act 1995.

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 - 8.1 Nil

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 - 9.1 Nil

- 10. Dates to Remember**
 - 10.1 See attached list

- 11. Closure of Meeting**
 - 11.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 29th May 2019

1. Declaration of Opening

1.1 The Shire President to declare the Meeting open at __pm

2. Public Question Time (min 15 minutes)

2.1 Response to previous questions taken on notice.
Nil

2.2 Declaration of public question time opened (minimum 15 mins)

The Shire President to declare public question time open.

2.3 Declaration of public question time closed

The Shire President to declare public question time closed.

3. Record of attendance, apologies and approved leave of absence

3.1 Present:
3.1.1

3.2 Apologies:
3.2.1

3.3 On leave of absence:
3.3.1

3.4 Staff:
3.4.1

3.5 Visitors:

3.6 Applications for leave of absence:
3.6.1 Request for leave of absence

4. Petitions, deputations and presentations

4.1 Petitions

4.2 Deputations

4.3 Presentations

5. Announcements by the Presiding person without discussion

5.1

6. Confirmation of the Minutes of previous meetings

6.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 17th April 2019

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number -

Moved:

Seconded:

That the Minutes of the Ordinary Meeting of Council held on the 17th April 2019 be accepted as a true and correct record of proceedings.

Carried /

7.1 MONTHLY INFORMATION REPORT

7.1.1 April 2019 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Nola Comerford-Smith, Administration Manager
Date:	10 th March 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Nola Comerford-Smith, Administration Manager
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to receive the Monthly Information Report including reports from Manager of Works, Community Development, Environmental Health Officer and Caravan Park Manager.

Background Information

Reports are presented to Council on operational matters within the Shire of Mukinbudin.

Officer Comment

Refer to Information Report.

Strategic & Social Implications

Nil

Consultation

Pace Vernon – Manager of Works

Tania Sprigg - Caravan Park Manager

Peter Toboss – Environmental Health Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the April 2019 Information Report.

Carried /

7.2 FINANCE REPORT

7.2.1 List of Payments – April 2019	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Finance Manager
Date:	13 th May 2019
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Finance Manager
Author:	Louise Sellenger – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – April 2019 (8 pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please see the Manager of Finance prior to the meeting so that a researched answer may be provided.

Summary

List of payments made in April 2019 for endorsement by Council.

Background Information

A list of payments submitted to Council on 29th May 2019, for confirmation in respect of accounts for December 2018 already being paid or for the authority to those unpaid. (Please refer to Payment listing submitted as a separate attachment).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Please note EFT 4061 and Cheque 31708 have both been cancelled and don't appear on the list of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

Policy Implications

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

Financial Implications

All payments have been made in accordance with the 2018/2019 Budget.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That the list of payments made in April 2019, be endorsed for payment.****Municipal Fund:**

Muni EFTs	EFT 4062	to	EFT 4141	\$203,164.09
Muni Cheques	Chq 31709	to	Chq 31716	\$46,445.33
Muni Direct Debits (Superannuation, loans, leases)	DD 5649.1	to	DD 5760.1	\$29,922.49
Pays on (Not included on payment listing)	03/04/2019 and 17/4/2019			\$70,013.91

Total Municipal Funds				\$349,545.82
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Trust Fund:

Trust EFTs	EFT 4124	to	EFT 4130	\$1,430.65
Trust Cheques	Chq	to	Chq	\$0.00
Trust Direct Debits	DD 5705.1	to	DD 5758.1	\$39,180.90

Total Trust Funds				\$40,611.55
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Carried /

Date: 13/05/2019
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4062	08/04/2019	ABCO PRODUCTS	Misc Cleaning products	1		429.66
EFT4063	08/04/2019	BF & JD ATKINS	Water cart hire	1		13,414.50
EFT4064	08/04/2019	BUNNINGS TRADE	Windoware -Retractable Blind	1		472.00
EFT4065	08/04/2019	BURGESS RAWSON	Water usgae 23/01/2019-23/03/2019 Shadbolt st toilets & Garden	1		301.03
EFT4066	08/04/2019	COPIER SUPPORT	Admin Photocopier Monthly Expenses March 19	1		603.35
EFT4067	08/04/2019	D & MA SPARK & Co	Seedling and Fencing Assistance Grant	1		4,576.00
EFT4068	08/04/2019	DYLAN COPELAND	Various NRM Consultant Assistance 2018/19	1		704.00
EFT4069	08/04/2019	HUTTON & NORTHEY	Service Truck -Howard Porter Body	1		3,356.33
EFT4070	08/04/2019	KTY ELECTRICAL SERVICES	Hire of EWP to replace windsock at airstrip	1		275.00
EFT4071	08/04/2019	Mukinbudin Community Resource Centre	8x 2019 Mukinbudin Phone Books	1		80.00
EFT4072	08/04/2019	Resonline Pty Ltd	Room Manager Invoice March 19	1		196.90
EFT4073	08/04/2019	SIPPES MUKINBUDIN	Misc building maintenance March 2019	1		915.14
EFT4074	08/04/2019	TWO DOGS HOME HARDWARE	Ceiling Fan 25 Cruickshank	1		62.09
EFT4075	08/04/2019	Western Stabilisers	Wet Mixing & Supply of traffic lights.	1		67,297.40
EFT4080	09/04/2019	BENDIGO BANK MASTERCARD	Credit Card Transaction for March 2019	1		2,601.51
EFT4081	11/04/2019	COURIER AUSTRALIA/TOLL IPEC	Freight for Pathwest, Library Service & Bonnie Rock Bushfire brigade protective clothing	1		71.19
EFT4082	11/04/2019	D&D TRANSPORT	Freight for Pool Chemicals	1		120.19
EFT4083	11/04/2019	GREAT SOUTHERN FUELS	Monthly Fuel Account- March 2019	1		12,995.76

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4084	11/04/2019	KUNUNOPPIN MEDICAL PRACTICE	Pre-Employment Medical T Pillage	1		143.00
EFT4085	11/04/2019	MUKINBUDIN CAFE	Misc items for Australia day and Council	1		291.30
EFT4086	11/04/2019	SHIRE OF TRAYNING	Doctors House Rent 3/3/19-30/3/19	1		768.00
EFT4087	11/04/2019	TRAYNING TYRES AND MECHANICS	Assist with cleaning caravan park 10th,17th & 18th March 2019.	1		668.01
EFT4088	11/04/2019	ABSOLUTELY ALL ELECTRICAL	UPS Powerpoints- Admin Office	1		291.61
EFT4089	11/04/2019	BOC LIMITED	Rent of gas bottles	1		54.95
EFT4090	11/04/2019	COURIER AUSTRALIA/TOLL IPEC	Freight for cleaning products and pool hand rails	1		154.83
EFT4091	11/04/2019	HAYDEN SPRIGG	x10 Easter Line CD's	1		120.00
EFT4092	11/04/2019	HUTTON & NORTHEY	1 x 20lt hytrans oil	1		171.45
EFT4093	11/04/2019	IGA Mukinbudin	IGA March 2019	1		80.41
EFT4094	11/04/2019	LANDMARK	Purchase petrol aircompressor.	1		1,870.00
EFT4095	11/04/2019	MUKINBUDIN BUILDING	Replace fence at swimming pool. Inc removal of plumbing and shrubs.	1		14,816.00
EFT4096	11/04/2019	NOLA COMERFORD-SMITH	Farewell Gift- J Heaney- Reimbursement	1		39.92
EFT4097	11/04/2019	Nungarin Heritage Machinery and Army Museum	Senior Visit to the museum Including morning tea & lunch	1		260.00
EFT4098	11/04/2019	SIGNS PLUS	Staff name badges	1		33.60
EFT4099	11/04/2019	TANIA SPRIGG	Misc towels and mats for caravan park- Reimbursement	1		128.00
EFT4100	11/04/2019	TWO DOGS HOME HARDWARE	Saw & Planer	1		319.96
EFT4101	11/04/2019	SYNERGY	Electricity Charges March 2019	1		8,811.28

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4102	11/04/2019	CHILD SUPPORT AGENCY	Payroll deductions	1		456.06
EFT4103	18/04/2019	AUSTRALIA POST	Various Postage for March 2019	1		128.70
EFT4104	18/04/2019	BF & JD ATKINS	Water cart hire- North Rd	1		2,900.00
EFT4105	18/04/2019	BOUVARD MARINE	Modification to handrail for swimming pool.	1		297.00
EFT4106	18/04/2019	D I TOMAS CONTRACTING	Install inverted box culvert sections into stormwater drain East Cruickshank St	1		2,750.00
EFT4107	18/04/2019	DIRK SELLENGER	Reimburse Electricity Bill Feb-April 2019	1		523.70
EFT4108	18/04/2019	J.R & A. HERSEY PTY LTD	Purchase 530x plastic guideposts	1		6,996.00
EFT4109	18/04/2019	LANDGATE	LANDGATE LAND ENQUIRY- MARCH 2019	1		33.70
EFT4110	18/04/2019	MICK SIPPE CARPENTRY	Supply & Install Fence- Sandalwood Arts	1		4,840.00
EFT4111	18/04/2019	MUKA TYRE MART	MARCH 2019 TYRES & TYRE REPAIRS	1		2,683.00
EFT4112	18/04/2019	MUKINBUDIN STEEL FABRICATORS	Roof Sheets for Caravan Park and Flatbar for Komatsu	1		119.90
EFT4113	18/04/2019	Mukinbudin Community Resource Centre	CRC & Railway Station Cleaning 1-4/04/2019	1		200.00
EFT4114	18/04/2019	NOLA COMERFORD-SMITH	REIMBURSEMENT FOR UNIFORM ITEMS- NOLA	1		139.90
EFT4115	18/04/2019	SARAH PARKER	REIMBURSEMENT FOR UNIFORM ITEMS- SARAH	1		120.00
EFT4116	18/04/2019	SEMINARS AUSTRALIA PTY LTD	Seminar attended by Ed Nind	1		665.00
EFT4117	18/04/2019	SHIRE OF MT MARSHALL	NEW Health Recoup EHO to 28/02/2019	1		7,924.67
EFT4119	18/04/2019	SIPPES MUKINBUDIN	Purchase 1x Stihl BR 450C backpack blower	1		1,330.00
EFT4120	18/04/2019	SYNERGY	Power for Lot 164 U1 Strugnell St- 05/06/18-03/04/19	1		1,053.70

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4121	18/04/2019	WA CONTRACT RANGER SERVICES PTY LTD	WA Contract Ranger Services 18/3-29/03 2019	1		1,285.62
EFT4122	18/04/2019	WALLIS COMPUTER SOLUTION	Agreement for Equipment Rental April 2019	1		1,466.30
EFT4123	18/04/2019	D I TOMAS CONTRACTING	Remove & Replace footpath on Memorial Ave	1		16,830.00
EFT4125	23/04/2019	J.R & A. HERSEY PTY LTD	Misc depot consumables	1		818.73
EFT4126	23/04/2019	Mukinbudin Community Resource Centre	First Aid Course- Tayla Pillage 15/04/2019	1		130.00
EFT4127	23/04/2019	PALM PLUMBING	Aged Unit 9- Isolation valve for retic	1		1,160.29
EFT4128	23/04/2019	Piccolo Family Trust T/A Mukinbudin Hotel Motel	Accommodation - Fulton Hogan. Caravan Park filled to capacity - overspill to Mukinbudin Hotel	1		849.00
EFT4129	23/04/2019	SIPPES MUKINBUDIN	Sprinklers for Oval & Misc Depot items	1		1,357.50
EFT4131	23/04/2019	MERREDIN REFRIGERATION AND GAS	Repair of Complex Fridge	1		535.90
EFT4132	29/04/2019	COURIER AUSTRALIA/TOLL IPEC	Freight- Guide Posts Mukinbudin-Wialki Rd	1		162.86
EFT4133	29/04/2019	GOWERS GLAZING	8 Lansdell St- 1x Security Door	1		82.50
EFT4134	29/04/2019	THE WORKWEAR GROUP PTY LTD	Staff Uniform Items- Tayla Pillage	1		324.22
EFT4135	29/04/2019	TWO DOGS HOME HARDWARE	Purchase Vaccum for Sports Complex	1		299.00
EFT4136	30/04/2019	AMPAC DEBT RECOVERY	AMPAC Debt Recovery Fees- April 2019	1		44.00
EFT4137	30/04/2019	COPIER SUPPORT	Admin Photocopier Monthly Expenses April 2019	1		704.92
EFT4138	30/04/2019	Double L Constructions	Overpayment refund- Invoice 6923	1		300.00
EFT4139	30/04/2019	MERREDIN TELEPHONE SERVICES	Supply and Install NVR Camera At Depot & Admin; Works completed December 2018	1		4,856.95
EFT4140	30/04/2019	SIPPES MUKINBUDIN	4 x Gas bottles for community events kit	1		152.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4141	30/04/2019	THE WORKWEAR GROUP PTY LTD	Uniform Order for Louise Sellenger - SFO position	1		326.05
EFT4142	30/04/2019	TRAYNING TYRES AND MECHANICS	Relief Cleaning at Caravan Park- 12/19/20/21 April 2019	1		822.55
31709	08/04/2019	WATER CORPORATION	Water Account - Rec Ground March 2019	1		43,538.64
31710	11/04/2019	CASH	Cards, Flowers, wrapping paper and council table cloths	1		57.85
31711	11/04/2019	MUKINBUDIN MAJELLAN GROUP	Familiarisation Tour catering	1		300.00
31712	11/04/2019	Telstra	Directory Charges April 2019	1		90.56
31713	18/04/2019	SHIRE OF MUKINBUDIN - from Muni	INCREASE CARAVAN PARK FLOAT FROM \$100 TO \$150	1		50.00
31714	23/04/2019	RVJ RESOURCES	Vehicle seat covers and jumper leads	1		1,129.15
31715	29/04/2019	Telstra	March-April Phone Account	1		889.13
31716	30/04/2019	MUKINBUDIN MAJELLAN GROUP	Catering- Shire Council Meeting April 2019	1		390.00
DD5649.1	03/04/2019	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		200.55
DD5649.2	03/04/2019	WA Super	Payroll deductions	1		5,131.76
DD5649.3	03/04/2019	Prime Super	Superannuation contributions	1		168.30
DD5649.4	03/04/2019	DL SELLENGER SUPERFUND	Payroll deductions	1		1,129.91
DD5649.5	03/04/2019	REST INDUSTRY SUPER	Superannuation contributions	1		178.28
DD5692.1	17/04/2019	IOOF Pursuit Select Personal Superannuation	Superannuation contributions	1		293.08
DD5692.2	17/04/2019	WA Super	Payroll deductions	1		4,558.80
DD5692.3	17/04/2019	Prime Super	Superannuation contributions	1		182.70
DD5692.4	17/04/2019	DL SELLENGER SUPERFUND	Payroll deductions	1		1,233.36

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD5692.5	17/04/2019	REST INDUSTRY SUPER	Superannuation contributions	1		187.72
DD5698.1	23/04/2019	AUSTRALIAN TAXATION OFFICE	March 2019 BAS	1		10,368.00
DD5760.1	15/04/2019	WA TREASURY CORPORATION	Loan 119 Mukinbudin Cafe	1		6,290.03

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Muni Bank - 633-000 116456799	279,531.91
TOTAL		279,531.91

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT4124	23/04/2019	Department of Transport	REFUND OF LICENCING 01/04/2019	2		1,420.65
EFT4130	23/04/2019	NOLA COMERFORD-SMITH	REFUND OF GYM KEY BOND	2		10.00
DD5705.1	02/04/2019	Department of Transport	REFUND OF LICENCING	2		2,286.35
DD5712.1	03/04/2019	Department of Transport	REFUND OF LICENCING 03/04/2019	2		326.70
DD5715.1	04/04/2019	Department of Transport	REFUND OF LICENCING 04/04/2019	2		5,223.30
DD5717.1	05/04/2019	Department of Transport	REFUND OF LICENCING 05/04/2019	2		3,203.80
DD5719.1	08/04/2019	Department of Transport	REFUND OF LICENCING 08/04/2019	2		1,694.50
DD5721.1	10/04/2019	Department of Transport	REFUND OF LICENCING 10/04/2019	2		1,319.80
DD5723.1	11/04/2019	Department of Transport	REFUND OF LICENCING 11/04/2019	2		6,099.00
DD5725.1	15/04/2019	Department of Transport	REFUND OF LICENCING 15/04/2019	2		1,107.75
DD5727.1	16/04/2019	Department of Transport	REFUND OF LICENCING 16/04/2019	2		177.20
DD5733.1	17/04/2019	Department of Transport	REFUND OF LICENCING 17/04	2		3,674.50
DD5735.1	18/04/2019	Department of Transport	REFUND OF LICENSING 18/4	2		2,490.80
DD5737.1	23/04/2019	Department of Transport	REFUND OF LICENSING 23/4	2		3,930.65
DD5739.1	24/04/2019	Department of Transport	REFUND OF LICENSING 24/4	2		3,271.90
DD5754.1	26/04/2019	Department of Transport	REFUND OF TRANSPORT 26/4	2		2,325.80
DD5756.1	29/04/2019	Department of Transport	REFUND OF TRANSPORT 29/4	2		1,705.70
DD5758.1	30/04/2019	Department of Transport	REFUND OF TRANSPORT 30/4	2		343.15

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	Trust Bank - 633-000 116457771	40,611.55
TOTAL		40,611.55

**Mastercard Summary
Apr-19**

Date	Comments	Amount
4/04/2019	Lodestar Apartments- Seniors Trip Deposit	266.27
4/04/2019	Purchase Australian Flag- Flagworld	120.86
11/04/2019	Aussie Broadband- Caravan Park March 2019	80.91
11/04/2019	Officeworks- Tab Dividers	40.95
11/04/2019	Officeworks- KY-PK50	93.58
13/04/2019	Officeworks- Stationary	178.88
19/04/2019	Optus Stadium- Seniors Trip group tour	281.82
19/04/2019	Hotel Accomodation- DOT Training- Sarah Parker 12/05/2019-17/05/2019	698.85
29/04/2019	Card Fee- April 2019	4.00
30/04/2019	Apple iTunes	1.35
	GST Inc	176.37
		\$ 1,943.84

7.2.2 Monthly Statement of Financial Activity Report – 30 April 2019	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	16 May 2019
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For The Period Ended 30 April 2019 (22 Pages) Schedules 2 to 14 for the period 1 July 2018 to 30 April 2019 (78 Pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please see the Manager of Finance prior to the meeting so that a researched answer may be provided.

Summary

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

Monthly Statement of Financial Activity for the period ending 30 April 2019 are attached for Councillor Information, and consisting of;

Statement of Financial Activity

1. Acquisition of Assets
 2. Disposal of Assets
 3. Information on Borrowings
 4. Reserves
 5. Net Current Assets
 6. Rating Information
 7. Trust Funds
 8. Operating Statement
 9. Statement of Financial Position
 10. Financial Ratios
 11. Grants Report
 12. Bank Balances & Investment Information
- Schedules 2 - 14 attached

Background Information

Nil



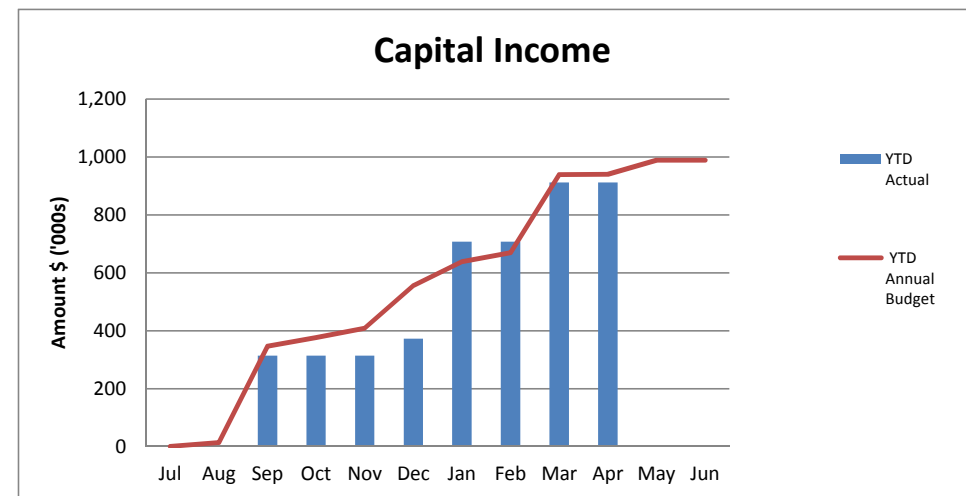
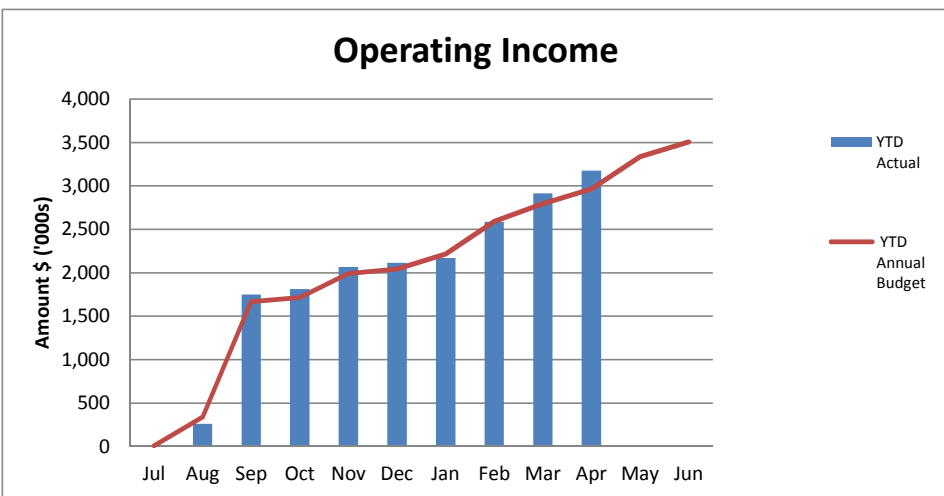
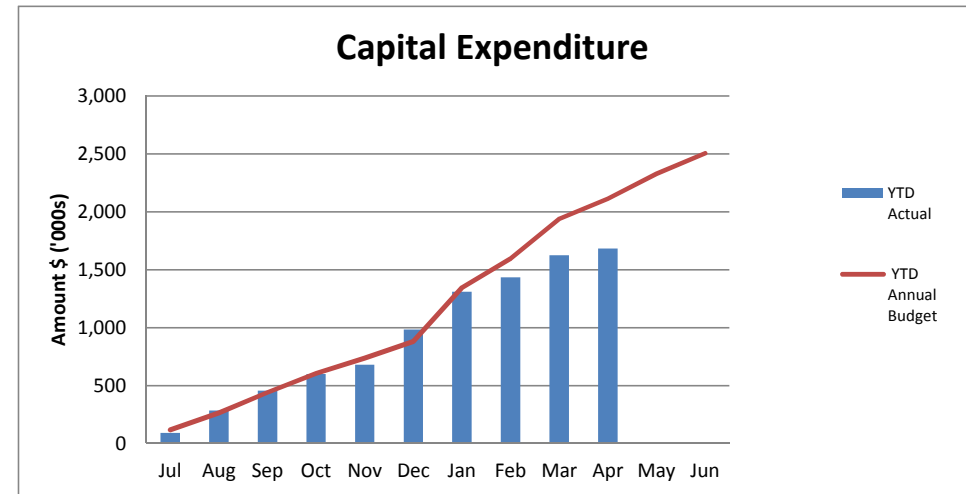
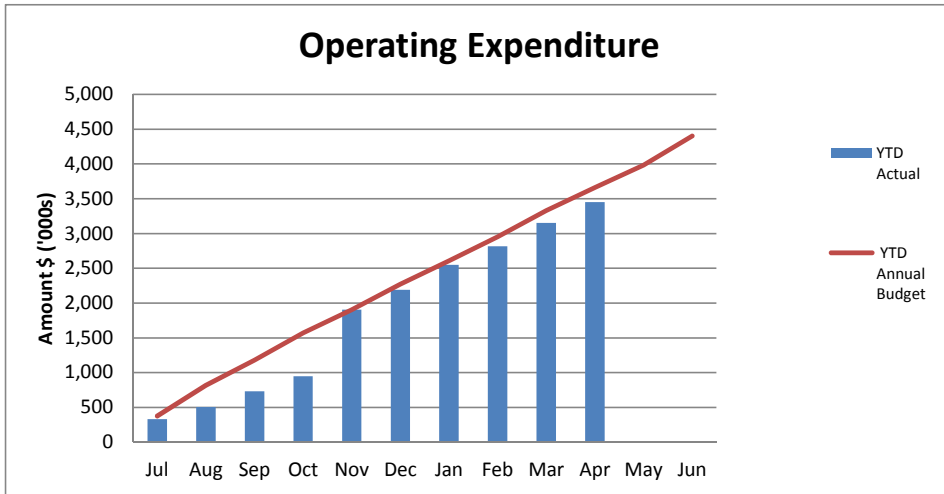
SHIRE OF MUKINBUDIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019

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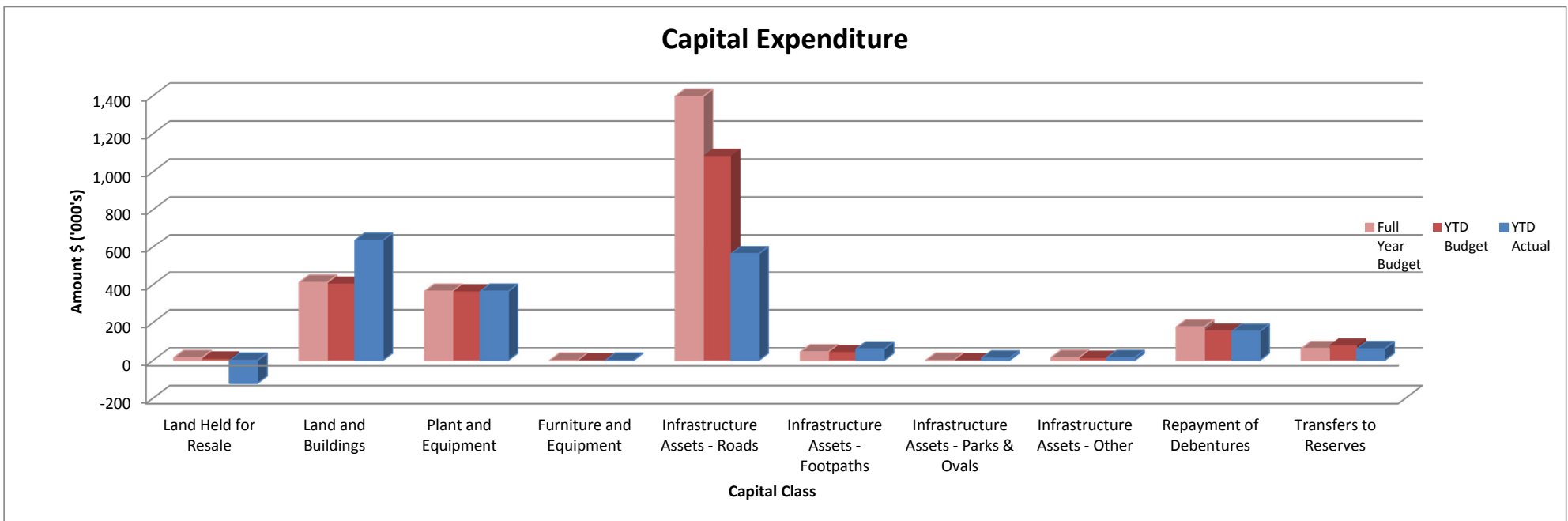
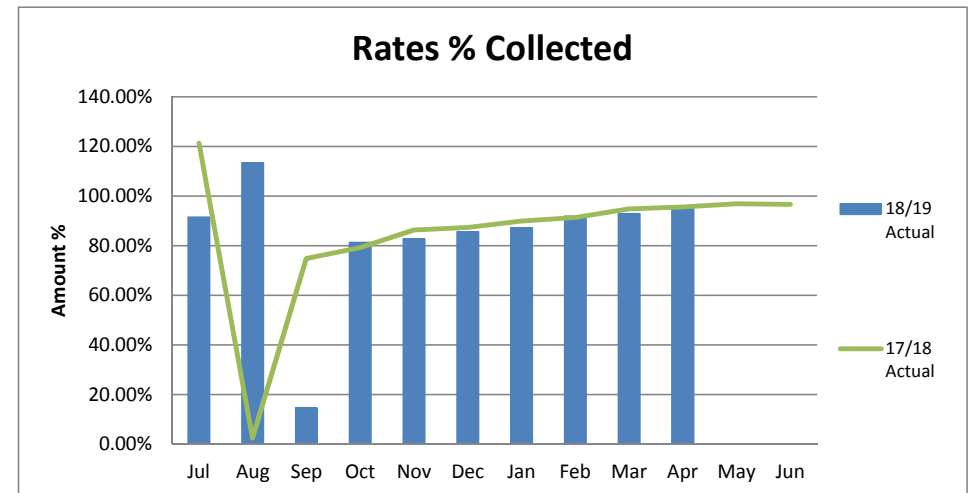
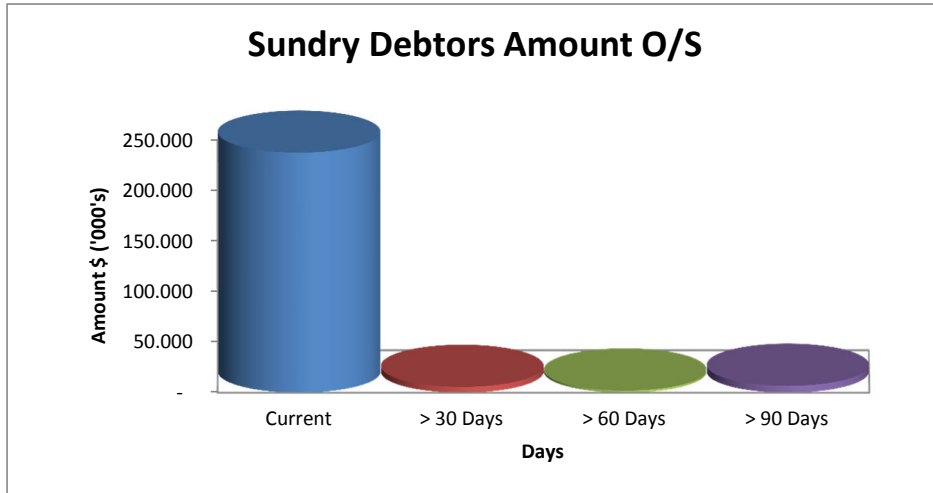
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Schedules are attached showing:
 Comparatives and Comments

Income and Expenditure Graphs to 30 April 2019



Other Graphs to 30 April 2019



SHIRE OF MUKINBUDIN
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019
Report on Significant variances Greater than 10% and \$10,000

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 10%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000:

Where a variance is identified as caused being "Timing" it means that the rate of expenditure, or income, is different that what was estimated in the budget but the variation is expected to minimal by the end of the financial year. Should this "Timing" be a cause for concern this will be identified.

\$
**Variances
 Actuals to
 YTD Budget**

REPORTABLE OPERATING REVENUE VARIATIONS

Housing - Variance above budget expectations.

Income for 3 Houses was not included in the budget. A budget amendment has been made. See the subprogram for further detail. In addition with respect to Income - 8 Lansdell Street; A budget amendment as been made to reflect the additional income in the first half of the year. In addition income has been received sooner than expected. A timing variation.

\$18,098 ▲

Transport - Variance above budget expectations

All Roads to Recovery funding has been received. The first and second instalments of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected. A timing variation.

\$183,356 ▲

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance - Variance below budget expectations.

The significant component of the variation are Administration costs are less due to a lower rate of expenditure and additional offsetting income and no invoice has yet been received from the Strategic Grants Consultants.

\$39,418 ▼

General Purpose Funding - Variance below budget expectations.

Several expenditure items are below budget including administration cost allocations, legal and debtor write-off expenses. Some are variations, others are timing.

\$17,371 ▼

Housing - Variance below budget expectations.

Significant factors in the reduction are: Staff and rental housing building operating expenses are \$1,836 below the YTD Budget, Building Maintenance expenses are \$10,035 below the YTD Budget and Grounds Maintenance expenses are \$5,087 below the YTD Budget. Also recovered cost income is \$556 below the YTD Budget. See the subprogram for further detail.

\$29,309 ▼

Community Amenities - Variance below budget expectations.

Expenditure of the additional \$24.6K Landcare Grant has not yet commenced. Funds may be carried over to next year. Expenses relating the refuse site maintenance, to the collection of Domestic Waste and Recycling are less than expected at this point in time by \$9.3K. Most other Community Amenities programs have small savings.

\$42,415 ▼

Recreation and Culture - Variance below budget expectations.

In swimming Areas and Beached the most significant components of the reduced expenditure is a \$6.6K reduction on Swimming Pool Maintenance and a \$21.7K reduction in depreciation due to the depreciation review at the end of 17-18. In Other Recreation and Sport the most significant components of the reduced expenditure is a \$31.7K reduction in depreciation due to the Parks and Gardens and Other Infrastructure revaluation and a \$5.6K reduction in Administration cost allocations.

\$85,486 ▼

Transport - Variance below budget expectations.

There is a \$67K reduction in expected depreciation expenditure as the result of the road revaluation. There are also reductions on Rural Road Maintenance of \$27.5K, Townsite Road Maintenance of \$6.9K and several other smaller reductions in expenditure in several areas.

\$123,192

Economic Services - Variance above budget expectations.

The most significant component of this variation was the \$32.6K loss of value on the on the decommissioning of the standpipe controllers.. This has partially been offset by some small savings.

-\$28,560 ▲

Other Property and Services - Variance above budget expectations.

Expenditure and overhead recovery is not synchronised and the amount of recoveries is less than expected. This is expected to correct in the future. This variation is \$55K. Plant cost allocation credits and income are higher than expected whilst other expenditure is lower than expected. See the subprogram for further detail. This variation is \$41.9K. See individual subprograms for additional detail.

-\$102,374 ▼

SHIRE OF MUKINBUDIN
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019
Report on Significant variances Greater than 10% and \$10,000

\$
Variances
Actuals to
YTD Budget

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals - Variance below budget expectations.

The most significant component of this variation was the \$32.6K loss of value on the on the decommissioning of the standpipe controllers.. This has partially been offset by some small savings. Profit on the sale of P344 was less than expected.

\$33,965 ▼

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

Road sealing works have been completed but the invoice has not been received.

\$519,505 ▼

Purchase of Infrastructure Assets Footpaths - Variance above budget expectations.

Additional footpath works on Memorial Avenue. A budget amendment is required.

-\$15,304 ▲

Purchases of Parks & Ovals - Variance above budget expectations.

Unexpected expenditure on a replacement cricket pitch cover. A budget amendment is recommended.

-\$11,300

Transfers to Restricted Assets (Reserves) - Variance below budget expectations.

The \$6K transfer to reserve from savings from work at the caravan park and the expected \$10.8K savings from footpath works have not been made. However as footpath works were carried out in Memorial Avenue the \$10.8K transfer will not be taking place.

\$18,250 ▼

Transfers to Unspent Grants Liability - Variance above budget expectations.

A report entry to reflect the value of the unspent Roads to Recovery Grants of \$206K and unspent Regional Road Group Grant of \$261K. Unspent funds will be recognised as a Unspent Grants Liability if they remain at end of the financial year.

-\$466,549 ▲

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

1. ACQUISITION OF ASSETS	2018/19 Adopted Budget \$	2018/19 Amended Budget \$	April 2019 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Law, Order & Public Safety			
<u>Animal Control</u>			
Building (Capital) - Animal Control	0	7,300	7,246.44
Building Works In Progress - Animal	0	-495	(495.13)
Education & Welfare			
<u>Care of Families and Children</u>			
Building Capital Expenditure - Care Of	617,852	0	0.00
Building Works In Progress - Childcare	0	10,000	2,030.00
Housing			
<u>Housing - Shire (Staff and Rentals)</u>			
15 Cruickshank Rd Ceo Building Capital	9,000	11,000	0.00
4 Salmon Gum Alley Building Capital	6,000	6,000	0.00
8 Gimlett Way (Lot 203) Building Capital	366,000	366,215	368,015.53
Buildings Works In Progress - Staff Housing	0	-215	(215.00)
<u>Housing - Aged (Including Senior Citizens)</u>			
Aged Unit 8 - Capital	0	5,350	5,335.00
Community Amenities			
<u>Other Community Amenities</u>			
Cemetery Capital	3,000	0	0.00
Recreation and Culture			
<u>Public Halls & Civic Centre</u>			
Railway Station Building Capital	0	6,500	0.00
Mukinbudin Community (Men's) Shed Building Capital	0	2,500	2,499.21
<u>Swimming Pools</u>			
Swimming Pool Infrastructure Capital	5,000	11,000	13,846.50
<u>Other Recreation & Sport</u>			
Infrastructure Parks & Ovals - Other Rec &	0	0	11,300.00
Transport			
<u>Roads, Streets, Bridges & Depots</u>			
Wilgoyne Road Renewal - Cap Exp	0	0	572.73
Kununoppin-Mukinbudin Road Renewal -	0	0	693.00
Carlton Road Renewal - Cap Exp	130,000	130,000	14,016.39
Walton Road Renewal - Cap Exp	73,000	80,000	83,987.91
Morrison Rd Renewal - Cap Exp	85,000	85,000	85,183.85
Scotsman Road Renewal - Cap Exp	39,000	39,000	5,046.71
Mcgregor Road North Section Renewal -	87,000	112,000	111,840.26
Koorda-Bullfinch Road (Rural West) - (Barb	100,000	100,000	1,234.00
Mukinbudin Wialki Rd (South Section	140,000	140,000	550.00
Mukinbudin-Wialki Rd (North Section 17/18)	710,000	710,000	259,792.00
White Street - Western Footpath	55,000	44,190	44,187.92
Memorial Avenue Footpath Construction -	0	0	15,300.00
<u>Road Plant Purchases</u>			
Plant & Equipment (Capital) - Road Plant	320,000	246,500	246,500.00
Economic Services			
<u>Tourism & Area Promotion</u>			
Park Units (Self Contained) Capital	6,000	0	0.00
Caravan Park Infrastructure Capital Exp	4,000	4,000	0.00
Other Property & Services			
<u>Administration Overheads</u>			
Admin Building Capital	9,500	6,650	6,650.00
Plant & Equipment (Capital) -	59,041	118,082	118,120.77
<u>Land Subdivision n Development</u>			
Land Subdivision Surveying, Plans & Other	0	14,000	3,170.00
	<u>2,824,393.00</u>	<u>2,254,577.00</u>	<u>1,406,408.09</u>

SHIRE OF MUKINBUDIN

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019**

1. ACQUISITION OF ASSETS (Continued)	2018/19 Adopted Budget \$	2018/19 Amended Budget \$	April 2019 Actual \$
The following assets have been acquired during the period under review:			
By Class			
Land Held for Resale - Current	0	14,000	3,170.00
Buildings	1,014,352	420,805	391,066.05
Plant & Equipment	379,041	364,582	364,620.77
Infrastructure - Roads	1,364,000	1,396,000	562,916.85
Infrastructure - Footpaths	55,000	44,190	59,487.92
Infrastructure - Parks & Ovals	0	0	11,300.00
Infrastructure - Other	12,000	15,000	13,846.50
	2,824,393	2,254,577	1,406,408.09

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

2. DISPOSALS OF ASSETS

No Assets have been budgeted to be disposed of at this point in time.

The following assets have been disposed of during the period under review:

<u>By Program</u>	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Adopted Budget \$	April 2019 Actual \$	2018/19 Adopted Budget \$	April 2019 Actual \$	2018/19 Adopted Budget \$	April 2019 Actual \$
Transport							
CAT 938G Front End Loader MBL1424	344	37,000	31,264.83	60,000	51,000.00	23,000	19,735.17
Economic Services							
Standpipe Controllers - Berinbooding Rock Rd, Carlton Rd, Forest Avenue	116	0	20,172.02	0	0.00	0	(20,172.02)
Standpipe Controller - Mukinbudin-Bonnie Rock Rd, Bonnie Rock	376	0	0.00	0	0.00	0	0.00
Standpipe Controller - Strugnell Street	560	0	12,511.30	0	0.00	0	(12,511.30)
		0		0		0	
Other Property and Services							
2014 - Toyota Prado GXL CEO	433	30,909	29,000.00	30,909	30,909.09	0	1,909.09
Toyota Prado 2018 - Model GDJ150R-GKTEYQ	43318	0	58,107.35	0	58,181.82	0	74.47
		67,909	151,055.50	90,909	140,090.91	23,000	(10,964.59)

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

DISPOSALS OF ASSETS Continued**By Class of Asset**

	Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
		2018/19 Adopted Budget \$	April 2019 Actual \$	2018/19 Adopted Budget \$	April 2019 Actual \$	2018/19 Adopted Budget \$	April 2019 Actual \$
Plant & Equipment							
CAT 938G Front End Loader MBL1424	344	37,000	31,264.83	60,000	51,000.00	23,000.00	19,735.17
2014 - Toyota Prado GXL CEO	433	30,909	29,000.00	30,909	30,909.09	0.00	1,909.09
Toyota Prado 2018 - Model GDJ150R-GKTEYQ	43318	0	58,107.35	0	58,181.82	0.00	74.47
<u>Subtotal Plant & Equipment</u>		<u>67,909</u>	<u>118,372</u>	<u>90,909</u>	<u>140,091</u>	<u>23,000</u>	<u>89,628</u>
Infrastructure Other							
Standpipe Controllers - Berinbooding Rock Rd, Carlton Rd,	116	0	20,172.02	0	0.00	0.00	(20,172.02)
Standpipe Controller - Mukinbudin-Bonnie Rock Rd, Bonnie	376	0	0.00	0	0.00	0.00	0.00
Standpipe Controller - Strugnell Street	560	0	12,511.30	0	0.00	0.00	(12,511.30)
		<u>67,909</u>	<u>151,056</u>	<u>90,909</u>	<u>140,091</u>	<u>23,000</u>	<u>(10,965)</u>

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2018/19 Adopted Budget \$	April 2019 Actual \$
23,000	21,718.73
0	(32,683.32)
<u>23,000</u>	<u>(10,964.59)</u>

Notes:

- Amended budget figures are not included above.
- Transactions relating to the sale of the subdivided part of asset 373, Lot 204 at the corner Bent and Shadbolt Streets initiated in 2017-2018 are still pending and are subject to the subdivision and the transfer of the title.

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Lender	Particulars	Loan Finishes	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
				2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
	Education & Welfare										
WATC	Loan 109 - CRC	1/02/2021	20,550	0	0	6,459	6,459	14,091	14,091	1,250	1,270
	Housing										
WATC	Loan 124 - 8 Gimlett Way	30/09/2028	0	260,000	260,000	15,470	11,233	244,530	248,767	8,160	4,470
	Recreation & Culture										
WATC	Loan 108 - Bowling Club	1/02/2021	50,142	0	0	15,761	15,760	34,381	34,382	3,053	3,099
	Economic Services										
WATC	Loan 116 - Land Purchase	17/06/2019	10,996	0	0	10,996	5,415	0	5,581	604	466
WATC	Loan 119 - Mukinbudin Cafe	13/04/2027	89,547	0	0	8,035	8,035	81,512	81,512	5,136	5,159
	Other Property & Services										
WATC	Loan 114 - Trailer 1TJP 062	17/06/2019	23,222	0	0	23,222	11,435	0	11,787	1,275	984
WATC	Loan 115 - Truck DAF MBL 250	22/01/2019	17,226	0	0	17,226	17,226	0	0	710	794
WATC	Loan 118 - Vibe Roller MBL 1677	13/09/2021	56,227	0	0	15,069	15,069	41,158	41,158	3,039	3,083
WATC	Loan 120 - Skid Steer MBL 1724	15/01/2024	43,764	0	0	6,495	6,495	37,269	37,269	2,199	2,219
WATC	Loan 121 - Grader MBL 95	27/02/2023	184,125	0	0	34,820	34,820	149,305	149,305	6,014	6,118
WATC	Loan 122 - Roller MBL 811	27/02/2023	100,186	0	0	18,947	18,946	81,239	81,240	3,273	3,329
WATC	Loan 123 - Tractor MBL 244	2/12/2022	23,194	0	0	4,862	2,411	18,332	20,783	881	551
			619,179	260,000	260,000	177,362	153,304	701,817	725,875	35,594	31,542

All other loan repayments were financed by general purpose revenue.

Note: The interest reported exceeds the budget as end of year accruals are not complete and the Western Australian Treasury Corporation Loan Guarantee Fee has been included in Interest as recommended in the Local Government Accounting Manual.

(b) New Debentures - 2018/19

As per the adopted budget.

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$						Budget \$	Actual \$	
Loan 124 8 Gimlett Way Building of a new 4 x 2 residence in Mukinbudin - Housing Shire	260,000	260,000	WATC	Fixed Interest	10	\$53,184 Estimated including the WATC Loan Guarantee Fee	3.72% Including 0.7% WATC Loan Guranantee Fee	260,000	260,000	-

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

	2018/19 Adopted Budget \$	April 2019 Actual \$
4. RESERVES		
Cash Backed Reserves		
Leave Reserve		
Opening Balance	136,441	136,441
Amount Set Aside / Transfer to Reserve	2,790	2,268
Amount Used / Transfer from Reserve	0	0
	<u>139,231</u>	<u>138,709</u>
Plant Reserve		
Opening Balance	454,855	454,855
Amount Set Aside / Transfer to Reserve	7,760	6,551
Amount Used / Transfer from Reserve	(288,132)	(223,632)
	<u>174,483</u>	<u>237,774</u>
Building & Residential Land Reserve		
Opening Balance	170,197	170,197
Amount Set Aside / Transfer to Reserve	28,300	29,647
Amount Used / Transfer from Reserve	(115,000)	(107,485)
	<u>83,497</u>	<u>92,359</u>
Senior Housing Reserve		
Opening Balance	20,079	20,079
Amount Set Aside / Transfer to Reserve	500	334
Amount Used / Transfer from Reserve	0	0
	<u>20,579</u>	<u>20,413</u>
Roadworks Reserve		
Opening Balance	30,599	30,599
Amount Set Aside / Transfer to Reserve	660	509
Amount Used / Transfer from Reserve	0	0
	<u>31,259</u>	<u>31,108</u>
Swimming Pool Reserve		
Opening Balance	74,619	74,619
Amount Set Aside / Transfer to Reserve	21,490	21,391
Amount Used / Transfer from Reserve	0	0
	<u>96,109</u>	<u>96,010</u>
Unspent Grant Reserve		
Opening Balance	203,613	203,613
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	(203,613)	(181,180)
	<u>0</u>	<u>22,433</u>
Total Cash Backed Reserves	<u><u>545,158</u></u>	<u><u>638,806</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

	2018/19 Adopted Budget \$	April 2019 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	2,790	2,268
Plant Reserve	7,760	6,551
Building & Residential Land Reserve	28,300	29,647
Seniors Housing Reserve	500	334
Residential Land Reserve	0	0
Roadworks Reserve	660	509
Swimming Pool Reserve	21,490	21,391
Unspent Grant Reserve	0	0
	<u><u>61,500</u></u>	<u><u>60,700</u></u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	(288,132)	(223,632)
Building & Residential Land Reserve	(115,000)	(107,485)
Seniors Housing Reserve	0	0
Residential Land Reserve	0	0
Roadworks Reserve	0	0
Swimming Pool Reserve	0	0
Unspent Grant Reserve	(203,613)	(181,180)
	<u><u>(606,745)</u></u>	<u><u>(512,297)</u></u>
Total Transfer to/(from) Reserves	<u><u>(545,245)</u></u>	<u><u>(451,597)</u></u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

4. RESERVES (Continued)

Cash Backed Reserves (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

- To be used to fund annual and long service leave requirements.

Plant Reserve

- To be used for the renewal, upgrade or purchase of new or used mobile plant and vehicles.

Building & Residential Land Reserve

- To be used for the renewal, upgrade, replacement and new construction of new buildings and associated infrastructure, to assist finance of building loans, future expansion and land development, and proceeds from the sale of subdivision blocks.

Seniors Aged Housing Reserve

- To be used for the renewal, upgrade, replacement and new construction of additional Aged Units and their maintenance. The surplus/deficit after rent and maintenance has been carried out for the financial year is to be transferred into/from (if required) the reserve.

White St & Lansdell St JV Reserve

- To cover anticipated costs of periodic repairs and maintenance to the land and units.

Cruickshank Rd JV Reserve

- To be used for the renewal, upgrade, replacement and new construction of additional similar units and their maintenance. The surplus/deficit after rent and maintenance has been carried out for the financial year is to be transferred into/from (if required) the reserve.

Communications Reserve

- To be used for the renewal, upgrade or purchase of new community communication facilities including, but not limited to TV, radio, mobile phone and internet services.

Residential Land Reserve

- Was "To be used for the proceeds from the sale of subdivision blocks and associated expenditure." To be closed and funds transferred to the Building & Residential Land Reserve.

Self Insurance Reserve

- Now closed. Was; "To be used for Insurance Excess."

Roadworks Reserve

- To be used for the renewal, upgrade, replacement and new construction of streets, roads, bridges, footpaths and storm water drainage.

Swimming Pool Reserve

- To be used for the renewal, upgrade, replacement and new construction for the Swimming Pool and associated infrastructure. All Volunteer Pool Levy income is to be transferred to this reserve.

Royalties for Regions

- To be used for any unspent Royalties for Regions monies.

Unspent Grant Reserve

- To be used for any grant funding that may not be expended in the current financial year.

Community Bus Reserve

- Now closed. Was;"To be used for funds to replacement of the Community Bus" Funds for this purpose are to be put into the "Plant Reserve".

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

	Note	2017/18 B/Fwd Per 2018/19 Budget \$	2017/18 B/Fwd Actual \$	April 2019 Actual \$
5. NET CURRENT ASSETS				
Composition of Estimated Net Current Asset Position				
CURRENT ASSETS				
Cash - Unrestricted		886,842	886,842	991,954
Cash - Restricted Reserves		1,090,403	1,090,403	638,806
Rates Outstanding		5,826	38,879	56,175
Sundry Debtors		27,404	27,405	256,449
Gst Receivable		25,972	25,972	11,387
Accrued Income		3,022	8,539	8,529
Payments In Advance		6,040	8,312	294
Inventories		657	657	6,299
		<u>2,046,166</u>	<u>2,087,009</u>	<u>1,969,893</u>
LESS: CURRENT LIABILITIES				
Sundry Creditors		(53,212)	(53,212)	(68,459)
Accrued Interest On Loans		(9,539)	(10,128)	(10,128)
Accrued Salaries & Wages		(10,143)	(10,143)	(10,143)
Income In Advance		(28,586)	(30,774)	(30,665)
GST Payable		(3,351)	(3,350)	(23,831)
Accrued Expenses		(17,323)	(82,436)	(12,928)
PAYG Liability		(17,374)	(17,374)	(19,021)
FBT Payable		(4,684)	(4,684)	(4,684)
Current Employee Benefits Provision		(92,721)	(98,075)	(98,075)
Current Loan Liability		0	(161,891)	(8,586)
		<u>(236,933)</u>	<u>(472,067)</u>	<u>(286,520)</u>
NET CURRENT ASSET POSITION		1,809,233	1,614,942	1,683,373
Less: Cash - Reserves - Restricted		(1,090,403)	(1,090,403)	(638,806)
Less: Cash - Unspent Grants - Restricted	3	0		(466,549)
Add Back : Component of Leave Liability not Required to be Funded		136,441	98,075	98,075
Add Back : Current Loan Liability		0	161,891	8,586
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	1 & 2	<u>855,271.00</u>	<u>784,505</u>	<u>684,679</u>

Notes applicable to the Surplus/(Deficit) Carried Forward from June 2018.

1. The Surplus/(Deficit) includes \$872,554 from the advance payment of 2018/2019 Financial Assistance Grants.
2. The Surplus/(Deficit) carried forward is the audited figure.

Notes applicable to the Surplus/(Deficit) at 30 April 2019.

3. Only significant unspent grants that are not held the Unspent Grant Reserve are reported above.

Unspent RRG grant.	261,012
Unspent RTR grant.	205,537

SHIRE OF MUKINBUDIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
General Rate								
GRV - Residential	0.184236	150	1,104,644	203,515	0	0	203,515	203,515
GRV - Vacant	0.184236		0	0		0	0	0
UV - Rural	0.021831	212	41,834,500	913,289	(98)		913,191	913,289
UV - Mining	0.021831		0	0	1,769	0	1,769	0
Non Rateable						0	0	
Sub-Totals		362	42,939,144	1,116,804	1,671	0	1,118,475	1,116,804
Minimum Rates	Minimum \$							
GRV - Residential	440	19	14,664	8,360	0	0	8,360	8,360
GRV - Vacant	440	7	2,132	3,080	0	0	3,080	3,080
UV - Rural	550	32	340,600	17,600	0	0	17,600	17,600
UV - Mining	550	6	40,409	3,300		0	3,300	3,300
Sub-Totals		64	397,805	32,340	0	0	32,340	32,340
		426	43,336,949	1,149,144	1,671	0	1,150,815	1,149,144
Discounts							0	0
Rates Adjustments							0	0
Movement in Excess Rates							(33,052)	(25,000)
Total Amount of General Rates							1,117,763	1,124,144
Specified Area Rates							0	0
Ex Gratia Rates							17,591	0
Total Rates							1,135,354	1,124,144

All land except exempt land in the Shire of Mukinbudin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2018/19 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-18 \$	Amounts Received \$	Amounts Paid (\$)	30/04/2019 Balance \$
Department of Transport Licensing	0	460,928	(460,928)	0
Wilgoyne Tennis Club	0	0	0	0
Mukinbudin Indoor Cricket Club	11,345	0	0	11,345
BRB	0	2,429	(2,429)	0
Rates in Advance	0	0	0	0
LGMA Wheatbelt	0	0	0	0
Trust - Other	333	8,712	(150)	8,895
Sports Complex Key Bonds	940	0	0	940
Standpipe Key Bonds	450	0	(200)	250
Mukinbudin Football Club Rams Plates	0	0	0	0
Builders Levy (BCITF)	0	0	0	0
Karlonning Pipeline Scheme	0	0	0	0
Council Nomination Deposit	0	0	0	0
Drive in Donation	0	0	0	0
Housing Tenancy Bonds	4,748	4,230	(4,530)	4,448
Hall Hire Bonds & Deposits	0	500	(500)	0
Gym Bonds	1,701	520	(50)	2,171
Soil Conservation	13,166	0	0	13,166
	32,683	477,319	(468,787)	41,215

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

8. OPERATING STATEMENT

	April 2019 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES			
Governance	825	1,200	1,248
General Purpose Funding	1,776,948	1,952,962	2,867,957
Law, Order, Public Safety	16,993	31,100	18,771
Health	13,079	6,000	19,561
Education and Welfare	11,699	636,881	19,597
Housing	172,601	131,342	161,017
Community Amenities	99,663	76,290	98,541
Recreation and Culture	42,855	41,202	124,207
Transport	824,440	878,517	878,104
Economic Services	147,584	156,726	147,839
Other Property and Services	68,567	55,530	113,910
TOTAL OPERATING REVENUE	3,175,254	3,967,750	4,450,751
OPERATING EXPENSES			
Governance	252,397	401,364	359,028
General Purpose Funding	57,019	96,040	84,960
Law, Order, Public Safety	81,043	134,644	493,967
Health	83,602	98,132	147,057
Education and Welfare	90,260	104,945	172,963
Housing	252,173	324,946	295,982
Community Amenities	191,775	236,004	226,126
Recreation & Culture	675,600	827,897	839,188
Transport	1,411,863	1,886,504	1,987,678
Economic Services	287,435	286,394	286,847
Other Property and Services	68,425	57,684	99,626
TOTAL OPERATING EXPENSE	3,451,592	4,454,554	4,993,423
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(276,338)</u>	<u>(486,804)</u>	<u>(542,672)</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

9. STATEMENT OF FINANCIAL POSITION

	April 2019 Actual \$	2017/18 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,630,760	1,977,245
Trade and Other Receivables	332,833	109,107
Inventories	<u>6,299</u>	<u>657</u>
TOTAL CURRENT ASSETS	<u>1,969,892</u>	<u>2,087,009</u>
NON-CURRENT ASSETS		
Inventories	503,784	624,614
Investments	52,551	52,551
Property, Plant and Equipment	12,561,432	12,032,352
Infrastructure	<u>54,018,544</u>	<u>54,511,563</u>
TOTAL NON-CURRENT ASSETS	<u>67,136,311</u>	<u>67,221,080</u>
TOTAL ASSETS	<u>69,106,203</u>	<u>69,308,089</u>
CURRENT LIABILITIES		
Trade and Other Payables	179,857	212,100
Long Term Borrowings	8,586	161,891
Provisions	<u>98,075</u>	<u>98,075</u>
TOTAL CURRENT LIABILITIES	<u>286,518</u>	<u>472,066</u>
NON-CURRENT LIABILITIES		
Long Term Borrowings	717,289	457,289
Provisions	<u>12,266</u>	<u>12,266</u>
TOTAL NON-CURRENT LIABILITIES	<u>729,555</u>	<u>469,555</u>
TOTAL LIABILITIES	<u>1,016,073</u>	<u>941,621</u>
NET ASSETS	<u>68,090,130</u>	<u>68,366,468</u>
EQUITY		
Retained Surplus	43,630,951	43,455,692
Reserves - Cash Backed	638,806	1,090,403
Revaluation Surplus	<u>23,820,373</u>	<u>23,820,373</u>
TOTAL EQUITY	<u>68,090,130</u>	<u>68,366,468</u>

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

10. FINANCIAL RATIOS

	2018/19 YTD	2017/18	2016/17	2015/16
Current Ratio	7.06	2.67	1.40	0.90
Operating Surplus Ratio	(0.66)	(0.77)	(0.57)	(0.43)

The above ratios are calculated as follows:

Current Ratio

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

INTERPRETATION:

This ratio is a measure of short term (unrestricted) liquidity.

That is, the ability of the Council to meet its liabilities (obligations) as and when they fall due.

RISK INDICATORS:

Low – 1 or greater

A ratio of greater than one (1) indicates Council has more current assets than current liabilities.

High – Less than 1

If less than one (1), current liabilities are greater than current assets and Council has a short term funding issue.

COMMENT:

Provided restricted assets are excluded correctly, it is a very useful indicator of the “true” financial position of Council, particularly in the short term.

As a general rule, when the current ratio of a Council is calculated at less than one (100%) it indicates a short term funding issue. However, it also needs to be considered in context of the overall financial position. If monitored correctly during the course of the year, it is a good indicator for when follow up action is necessary.

Operating Surplus Ratio

$$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$$

INTERPRETATION:

Effectively highlights the scale/extent of any operating surplus or deficit in relation to the overall size of the local government.

RISK INDICATORS:

Low – 0.15 or greater

The local government is providing a strong operating surplus which will give flexibility in the future in relation to operational service levels and asset base.

High – Lower than 0

The local government is experiencing an operating deficit.

COMMENT:

A sustained period of deficits will erode the local government’s ability to maintain both its operational service level and asset base.

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

11. GRANT REVENUE - RECORD OF RECEIPTS

		Adopted/ Amended Budget	30/09/2018 1/4	31/12/2018 2/4	31/03/2019 3/4	30/06/2019 4/4	Total	
		%	RECEIVED	RECEIVED	RECEIVED	RECEIVED		
GENERAL PURPOSE FUNDING								
			805,487					
UNTIED	FAGS - General Purpose	75.00%	559,726	139,932	139,932	139,932	419,795	
UNTIED	FAGS - Road Component	75.00%	245,761	61,440	61,440	61,440	184,321	
LAW, ORDER, PUBLIC SAFETY								
			15,900					
TIED	ESL Levy Funding - Operating Grant	62.58%	15,900	0	5,950	2,000	9,950	
EDUCATION & WELFARE								
			1,000					
TIED	Seniors Week - Operating Grant	100.00%	1,000	0	1,000		1,000	
COMMUNITY AMENITIES								
			25,000					
TIED	NRM Grant - Operating Grant	98.50%	25,000	0		24,624	24,624	
TRANSPORT								
			835,417					
TIED	Main Roads WA Direct Grant	95.72%	126,080	120,680	0		120,680	
TIED	Roads to Recovery Grant - Capital Grant	100.00%	241,337	0	0	241,337	241,337	
TIED	Main Roads WA RRG Specific Project Grant	91.87%	468,000	78,852	0	152,012	199,106	
			1,682,804	400,904	208,322	596,721	225,730	1,431,676

Notes:

FAGS - General Purpose. An amount of \$583,006 was prepaid in June 2018.

FAGS - Road Component. An amount of \$289,548 was prepaid in June 2018.

Seniors Week - Operating Grant. The budget in this account will be reduced as the majority of the funds will be transferred from Unspent Grant Reserve as the majority of the grant income was received in 2017-2018.

SHIRE OF MUKINBUDIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

12. BANK BALANCES & INVESTMENT INFORMATION

Council Funds

At Call Bank Accounts

30 April 2019

	Interest Rate	Amount
Municipal Transaction Account - Bendigo Bank	1.20%	\$691,410.26
Reserves Cash at Call Account - Bendigo Bank	1.00%	\$32,305.88
		<u>\$723,716.14</u>

Investment Register

Term

Interest Rate

Amount

Maturity

Municipal Investments

Total Municipal Investments	2 Months	1.90%	<u>\$300,000.00</u>	8/06/2019
			<u>\$300,000.00</u>	

Investment Register*Reserve Investment*

4 Month

2.35%

\$606,500.00

2/07/2019

Total Reserve Investment

\$606,500.00**Council Funds Summary**

Municipal Funds	\$991,410.26
Reserve Funds	\$638,805.88
	<u>\$1,630,216.14</u>

Trust Funds

Trust Transaction Account - Bendigo Bank	0.00%	\$42,921.14
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Note: The amounts shown here are the account balances at the Bendigo Bank. These balances may be different from the ledger balances due to timing.



SHIRE OF MUKINBUDIN

SCHEDULES

FOR THE PERIOD 1 JULY 2018 TO 30 APRIL 2019

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SHIRE OF MUKINBUDIN
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 April 2019

MUNICIPAL FUND			Adopted Budget		Amended Budget		YTD Budget		YTD Actual	
			Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
			\$	\$	\$	\$	\$	\$	\$	\$
OPERATING										
General Purpose Funding	03		1,952,962.00	96,040.00	1,989,145.00	89,290.00	1,779,289.00	74,390.00	1,776,948.39	57,019.38
Governance	04		1,200.00	401,364.00	1,200.00	407,935.00	1,000.00	291,815.00	825.45	252,397.15
Law, Order, Public Safety	05		31,100.00	134,644.00	23,700.00	104,277.00	18,930.00	86,706.00	16,992.95	81,042.76
Health	07		6,000.00	98,132.00	10,100.00	100,672.00	8,480.00	82,410.00	13,079.39	83,602.03
Education & Welfare	08		636,881.00	104,945.00	14,129.00	101,495.00	12,170.00	91,024.00	11,699.21	90,260.09
Housing	09		131,342.00	324,946.00	194,142.00	332,346.00	154,503.00	281,482.00	172,600.66	252,172.87
Community Amenities	10		76,290.00	236,004.00	101,290.00	281,304.00	100,610.00	234,190.00	99,663.45	191,774.79
Recreation & Culture	11		41,202.00	827,897.00	44,129.00	896,289.00	40,856.00	761,086.00	42,855.45	675,599.55
Transport	12		878,517.00	1,886,504.00	878,517.00	1,838,504.00	641,084.00	1,535,055.00	824,438.47	1,411,864.10
Economic Services	13		156,726.00	286,394.00	161,556.00	304,515.00	135,238.00	258,875.00	147,583.70	287,434.80
Other Property & Services	14		55,530.00	57,684.00	88,490.00	(56,432.00)	73,509.00	(33,949.00)	68,567.00	68,424.77
TOTAL - OPERATING			3,967,750.00	4,454,554.00	3,506,398.00	4,400,195.00	2,965,669.00	3,663,084.00	3,175,254.12	3,451,592.29
CAPITAL										
General Purpose Funding	03		0.00	28,300.00	0.00	36,800.00	0.00	36,800.00	0.00	29,647.63
Law, Order, Public Safety	05		0.00	0.00	0.00	6,805.00	0.00	6,803.00	0.00	6,751.31
Education & Welfare	08		8,097.00	624,311.00	8,097.00	16,459.00	6,293.00	13,158.00	0.00	8,489.10
Housing	09		375,000.00	396,970.00	375,000.00	404,320.00	375,000.00	400,398.00	367,485.11	384,702.63
Community Amenities	10		14,336.00	3,000.00	14,336.00	0.00	14,336.00	0.00	0.00	0.00
Recreation & Culture	11		0.00	42,251.00	0.00	57,251.00	0.00	53,265.00	0.00	64,796.51
Transport	12		501,180.00	1,747,420.00	427,680.00	1,705,920.00	427,676.00	1,391,036.00	427,680.00	875,964.49
Economic Services	13		0.00	29,031.00	0.00	23,031.00	0.00	17,532.00	0.00	13,450.34
Other Property & Services	14		59,041.00	191,972.00	164,223.00	309,163.00	117,222.00	243,026.00	117,222.91	236,611.48
TOTAL - CAPITAL			957,654.00	3,063,255.00	989,336.00	2,559,749.00	940,527.00	2,162,018.00	912,388.02	1,620,413.49
			4,925,404.00	7,517,809.00	4,495,734.00	6,959,944.00	3,906,196.00	5,825,102.00	4,087,642.14	5,072,005.78
Less Depreciation Written Back				(1,760,134.00)		(1,739,487.00)		(1,449,490.00)		(1,340,125.12)
Less Profit/Loss Written Back			(23,000.00)	0.00	(23,000.00)	0.00	(23,000.00)	0.00	(21,718.73)	(32,683.32)
Adjustment in Fixed Assets (Rounding)				0.00		0.00		0.00		1.81
Rounding Adjustment				0.00		0.00		0.00	(1.00)	
Plus Transfer from/(to) Restricted Cash (Other)					0.00		0.00		(466,549.00)	
TOTAL REVENUE & EXPENDITURE			4,902,404.00	5,757,675.00	4,472,734.00	5,220,457.00	3,883,196.00	4,375,612.00	3,599,373.41	3,699,199.15
Surplus/Deficit July 1st B/Fwd			855,271.00		784,505.00		784,505.00		784,504.56	
			5,757,675.00	5,757,675.00	5,257,239.00	5,220,457.00	4,667,701.00	4,375,612.00	4,383,877.97	3,699,199.15
Surplus/(Deficit) C/Fwd				0.00		36,782.00		292,089.00		684,678.82
			5,757,675.00	5,757,675.00	5,257,239.00	5,257,239.00	4,667,701.00	4,667,701.00	4,383,877.97	4,383,877.97

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Rate Revenue and Administration		71,594.00		65,844.00		54,870.00		39,881.80	▼ Several expenditure items are below budget including administration cost allocations, legal and debtor write-off expenses. Some are variations, others are timing.
General Purpose Funding		2,367.00		2,367.00		1,970.00		1,691.57	
Investment Activity		12,601.00		11,601.00		9,660.00		8,686.95	
Other General Purpose Funding		9,478.00		9,478.00		7,890.00		6,759.06	
<u>OPERATING REVENUE</u>									
Rate Revenue and Administration	1,159,708.00		1,148,658.00		1,146,016.00		1,146,127.24		Advance payments for 17/18 were received in 16/17. \$583.4K for the General Financial Assistance Grant and \$280.6K for the Roads Financial Assistance Grant. This reduced the budget for 17/18. Advance Payments totalling \$872,554 were again received. An additional \$47,233 in grants is also expected. A budget amendment has been made. First and second quarter grants are received.
General Purpose Funding	758,254.00		805,487.00		604,113.00		604,115.25		
Investment Activity	35,000.00		35,000.00		29,160.00		26,705.90		
SUB-TOTAL OPERATING	1,952,962.00	96,040.00	1,989,145.00	89,290.00	1,779,289.00	74,390.00	1,776,948.39	57,019.38	
<u>CAPITAL EXPENDITURE</u>									
Investment Activity		28,300.00		36,800.00		36,800.00		29,647.63	
SUB-TOTAL CAPITAL	0.00	28,300.00	0.00	36,800.00	0.00	36,800.00	0.00	29,647.63	
TOTAL - PROGRAMME SUMMARY	1,952,962.00	124,340.00	1,989,145.00	126,090.00	1,779,289.00	111,190.00	1,776,948.39	86,667.01	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2019

RATE REVENUE AND ADMINISTRATION	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030100 Rates Incentive Scheme		0.00		250.00		250.00		250.00	
2030101 Valuation Expenses		7,000.00		7,000.00		5,830.00		4,990.28	
2030102 Legal Expenses - Op Exp - Rates		8,000.00		3,000.00		2,500.00		542.00	Less legal expenses are now expected due to less aggressive debt collection and new schedule of charges. A budget amendment has been done.
2030103 Title/Company Searches		500.00		500.00		410.00		156.44	
2030104 Postage/Freight		550.00		550.00		450.00		0.00	
2030105 Rates Printing and Stationery - Op Exp - Rates		950.00		950.00		790.00		0.00	
2030106 Rates Debtor Doubtful Debts Expense		4,500.00		500.00		410.00		0.00	Debts that were considered doubtful are now almost certain to be written off. A budget amendment has been done to move the budget from account 2030106 to account 2030107.
2030107 Rates Debtors Written Off		1,000.00		5,000.00		4,160.00		11.75	Debts that were considered doubtful are now almost certain to be written off.
2030109 Other Expenses Relating To Rates		1,750.00		750.00		620.00		100.00	Further expenses are not certain.
2030199 Administration Allocated		47,344.00		47,344.00		39,450.00		33,831.33	
OPERATING REVENUE									
3030101 Rates Levied - GRV Residential	203,515.00		203,515.00		203,515.00		203,515.14		The 18/19 rates increase was 4% Rates
3030110 Rates Levied - UV Rural	913,289.00		913,289.00		913,289.00		913,289.07		The 18/19 rates increase was 4% Rates
3030112 Rates Levied - UV Mining Tenement	0.00		0.00		0.00		3,300.00		The 18/19 rates increase was 4% Rates
3030120 Rates Levied - GRV Minimum Residential	11,440.00		11,440.00		11,440.00		11,440.00		
3030130 Rates Levied - UV Minimum Rural	17,600.00		17,600.00		17,600.00		17,600.00		
3030132 Rates Levied - UV Minimum Mining Tenement	3,300.00		3,300.00		3,300.00		0.00		
3030135 Interim Rates Levied - GRV/UV	200.00		1,500.00		1,250.00		1,670.72		Additional Interim Rates have been levied. A budget amendment has been done.
3030136 Back Rates Levied - GRV/UV	1,000.00		0.00		0.00		0.00		No back rates are now expected. A budget amendment has been made.
3030137 Ex-Gratia Rates (CBH, etc.)	17,590.00		17,590.00		17,590.00		17,590.98		
3030140 Movement in Excess Rates	(25,000.00)		(33,050.00)		(33,050.00)		(33,052.23)		Additional excess rates recognised, a budget amendment has been made.
3030150 Penalty Interest Raised on Rates	2,500.00		4,000.00		3,108.00		4,883.24		Additional penalty interest has been raised. A budget Amendment has been made.
3030151 Instalment Interest Received	2,500.00		2,500.00		1,939.00		2,270.97		
3030152 Rates Instalment Admin Fee Received	2,600.00		2,600.00		2,600.00		2,160.00		
3030153 Pens Deferred Rates Interest Received	74.00		74.00		60.00		0.00		
3030154 Rate Account Enquiry Charges	1,100.00		1,100.00		910.00		655.90		
3030155 Reimbursement of Debt Collection Costs (Inc GST)	0.00		200.00		134.00		163.45		Reimbursement of debt collection costs are now incurred. A budget Amendment is recommended.
3030158 Legal Fees - Outstanding Rates	8,000.00		3,000.00		2,331.00		540.00		Less legal expenses are now expected due to less aggressive debt collection and new schedule of charges. A budget amendment has been done.
3030160 Other Income Relating To Rates	0.00		0.00		0.00		100.00		Is currently \$100 however the income will be eventually reallocated.
SUB-TOTAL OPERATING	1,159,708.00	71,594.00	1,148,658.00	65,844.00	1,146,016.00	54,870.00	1,146,127.24	39,881.80	
TOTAL - RATE REVENUE AND ADMINISTRATION	1,159,708.00	71,594.00	1,148,658.00	65,844.00	1,146,016.00	54,870.00	1,146,127.24	39,881.80	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2019

GENERAL PURPOSE FUNDING	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030299 Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE									
3030200 Financial Assistance Grant - General	528,538.00		559,726.00		419,793.00		419,794.50		An advance payment for 18/19 was received in 17/18 of \$583,006. This reduced the budget for 18/19. We have been advised that an additional \$31,188 will be received. A budget amendment has been made.
3030201 Federal Assistance Grant - Roads Component	229,716.00		245,761.00		184,320.00		184,320.75		An advance payment for 18/19 was received in 17/18 of \$289,548. This reduced the budget for 18/19. We have been advised that an additional \$16,045 will be received. A budget amendment has been made.
3030202 Royalties for Regions - CLGF (Individual)	0.00		0.00		0.00		0.00		
3030203 Royalties for Regions - CLGF (Regional)	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	758,254.00	2,367.00	805,487.00	2,367.00	604,113.00	1,970.00	604,115.25	1,691.57	
TOTAL - GENERAL PURPOSE FUNDING	758,254.00	2,367.00	805,487.00	2,367.00	604,113.00	1,970.00	604,115.25	1,691.57	

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2019

INVESTMENT ACTIVITY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2030300	Bank Fees and Charges (Inc GST) - Op Exp	3,000.00	3,000.00	3,000.00	2,500.00	3,038.68			Less fees expected. A budget amendment is recommended.
2030301	Bank Fees and Charges (Exc GST)	2,500.00	1,500.00	1,500.00	1,250.00	573.57			
2030302	Interest on Overdraft	0.00	0.00	0.00	0.00	0.00			
2030399	Administration Allocated	7,101.00	7,101.00	7,101.00	5,910.00	5,074.70			
OPERATING REVENUE									
3030300	Interest Earned - Reserve Funds	16,500.00	16,500.00	16,500.00	13,750.00	13,200.15			Falling interest rates are reducing the interest earned.
3030301	Interest Earned - Municipal Funds	18,500.00	18,500.00	18,500.00	15,410.00	13,505.75			Falling interest rates are reducing the interest earned.
3030305	Other Investment Income - Op Inc - Invest Ac	0.00	0.00	0.00	0.00	0.00			
SUB-TOTAL OPERATING		35,000.00	12,601.00	35,000.00	11,601.00	29,160.00	9,660.00	26,705.90	8,686.95
CAPITAL EXPENDITURE									
4030350	Transfer Interest To Reserves	0.00	0.00	0.00	0.00	0.00			Includes interest transferred to reserve. A \$6K budget amendment has been made for the savings from cancellation of Caravan Park Capital Building Expenses in Job BC320
4030354	Transfer To Building & Residential Land Reserve - Cap Exp	28,300.00	36,800.00	36,800.00	36,800.00	29,647.63			
4030370	Acquisition of Non Current Investments - Cap Exp - Invest Act	0.00	0.00	0.00	0.00	0.00			
CAPITAL REVENUE									
5030350	Transfer from Reserve	0.00	0.00	0.00	0.00	0.00			
SUB-TOTAL CAPITAL		0.00	28,300.00	0.00	36,800.00	0.00	36,800.00	0.00	29,647.63
TOTAL - INVESTMENT ACTIVITY		35,000.00	40,901.00	35,000.00	48,401.00	29,160.00	46,460.00	26,705.90	38,334.58

SHIRE OF MUKINBUDIN
SCHEDULE 03 - GENERAL PURPOSE FUNDING
Financial Statement for Period Ended
30 April 2019

OTHER GENERAL PURPOSE FUNDING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
<u>OPERATING EXPENDITURE</u>										
2030400	Rounding and Foreign & Other Invalid Currency Op Exp - Other GP Funding		10.00		10.00		0.00		(7.20)	Rounding and damaged and overseas currency.
2030401	Reimbursements Exp - Op Exp - Other Gen Purp Funding		0.00		0.00		0.00		0.00	
2030499	Administration Allocated		9,468.00		9,468.00		7,890.00		6,766.26	
<u>OPERATING REVENUE</u>										
3030400	Commissions	0.00		0.00		0.00		0.00		
3030401	Contributions & Donations	0.00		0.00		0.00		0.00		
3030402	EFTPOS Fees Income	0.00		0.00		0.00		0.00		
3030403	Grant Funding - General Purpose Funding	0.00		0.00		0.00		0.00		
3030404	Other General Purpose Funding Income - O	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	9,478.00	0.00	9,478.00	0.00	7,890.00	0.00	6,759.06	
<u>CAPITAL EXPENDITURE</u>										
<u>CAPITAL REVENUE</u>										
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER GENERAL PURPOSE FUNDING		0.00	9,478.00	0.00	9,478.00	0.00	7,890.00	0.00	6,759.06	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Members of Council		284,897.00		285,563.00		202,025.00		193,054.91	Administration costs are less due to a lower rate of expenditure and additional offsetting income and no invoice has yet been received from the Strategic Grants Consultants.
Other Governance		116,467.00		122,372.00		89,790.00		59,342.24	
OPERATING REVENUE									
Members of Council	1,200.00		1,200.00		1,000.00		825.45		
Other Governance	0.00		0.00		0.00		0.00		
SUB-TOTAL	1,200.00	401,364.00	1,200.00	407,935.00	1,000.00	291,815.00	825.45	252,397.15	
CAPITAL EXPENDITURE									
Members of Council		0.00		0.00		0.00		0.00	
Other Governance		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
Members of Council	0.00		0.00		0.00		0.00		
Other Governance	0.00		0.00		0.00		0.00		
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	1,200.00	401,364.00	1,200.00	407,935.00	1,000.00	291,815.00	825.45	252,397.15	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2019

MEMBERS OF COUNCIL		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2040100	Members Travelling		4,500.00		2,500.00		2,080.00		913.97	
2040101	Members Conference Expenses		7,754.00		7,000.00		7,000.00		6,968.92	
2040102	Presidents Allowance		10,000.00		10,000.00		0.00		10,000.00	
2040103	Deputy Presidents Allowance		2,500.00		2,500.00		0.00		2,500.00	
2040104	Members Sitting Fees		31,977.00		26,647.00		0.00		1,480.42	Expenditure will be reduced as 3 councillors have resigned from December 2018. A budget amendment has been made.
2040105	Communications Allowance		4,500.00		3,750.00		0.00		208.33	Expenditure will be reduced as 3 councillors have resigned from December 2018. A budget amendment is recommended.
2040107	Election Expenses		0.00		13,000.00		4,290.00		0.00	Extraordinary Elections may be required due to resignations. A budget amendment has been made.
2040108	Subscriptions & Publications		21,730.00		21,730.00		21,730.00		20,765.56	
2040109	Members - Insurance - Op Exp		12,800.00		12,800.00		12,800.00		12,800.16	
2040110	Members - Other Minor Exp		500.00		500.00		410.00		455.77	
2040113	Chambers Operating Expenses									
	BO001 Chambers Operating Expenses		750.00		750.00		620.00		571.13	
2040114	Chambers Building Maintenance									
	BM001 Chambers Building Maintenance		600.00		600.00		480.00		564.79	Minor maintenance and furniture repairs.
2040115	Donations to Community Groups and Functions - Op Exp - M		3,000.00		1,500.00		1,500.00		1,059.16	
2040118	NEWROC Admin Fees		17,000.00		14,000.00		10,885.00		13,500.00	Less fees than expected. A budget Amendment has been made.
2040119	NEWROC - Project Contributions & Business Cases - Op Exp		2,000.00		2,000.00		1,660.00		2,000.00	
2040120	Other Expenses - Members of Council		500.00		1,500.00		1,250.00		1,503.87	Additional expenses have been incurred. A budget Amendment has been made.
2040199	Administration Allocated		164,786.00		164,786.00		137,320.00		117,762.83	Administration costs allocated are less than expected due to a lower rate of expenditure and additional offsetting income.
OPERATING REVENUE										
3040101	Reimbursements from Members Received -	1,200.00		1,200.00		1,000.00		825.45		
SUB-TOTAL OPERATING		1,200.00	284,897.00	1,200.00	285,563.00	1,000.00	202,025.00	825.45	193,054.91	
TOTAL - MEMBERS OF COUNCIL		1,200.00	284,897.00	1,200.00	285,563.00	1,000.00	202,025.00	825.45	193,054.91	

SHIRE OF MUKINBUDIN
SCHEDULE 04 - GOVERNANCE
Financial Statement for Period Ended
30 April 2019

OTHER GOVERNANCE		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2040200	Civic Functions, Refreshments & Receptions		10,000.00		7,000.00		5,830.00		6,575.52	Less expenses are now expected. A budget amendment is recommended.
2040201	Public Relations Expense		0.00		0.00		0.00		0.00	
2040202	Audit Fees		31,095.00		40,000.00		20,000.00		16,652.27	Expected increase due the involvement of the Office of Auditor General. A budget amendment has been made.
2040203	Local Laws Development Consultancy		0.00		0.00		0.00		0.00	
2040204	Strategic Community Planning Consultancy		0.00		0.00		0.00		0.00	
2040205	Corporate Business Planning Consultancy		0.00		0.00		0.00		0.00	
2040206	Long Term Financial Planning Consultancy		10,000.00		10,000.00		8,330.00		0.00	Timing- Yet to be invoiced.
2040207	Asset Management & Valuations Consultants - Op Exp - Oth Gov		20,000.00		20,000.00		16,660.00		8,421.00	
2040208	Structural Reform (Merger)		0.00		0.00		0.00		0.00	
2040210	Other Consultancy - Strategic		7,000.00		7,000.00		7,000.00		628.36	
2040211	Other Consultancy - Statutory (Use 2140537)		0.00		0.00		0.00		0.00	
2040212	Legal Expenses		0.00		0.00		0.00		0.00	
2040222	Advertising - Other Gov Op Exp		500.00		500.00		410.00		0.00	
2040299	Administration Allocated		37,872.00		37,872.00		31,560.00		27,065.09	
OPERATING REVENUE										
3040200	Contributions & Donations - Other Governan	0.00		0.00		0.00		0.00		
3040201	Reimbursements - Other Governance	0.00		0.00		0.00		0.00		
3040202	Grant Funding - Other Governance	0.00		0.00		0.00		0.00		
3040205	Charges - Sale Of Electoral Rolls, Minutes, Local Laws	0.00		0.00		0.00		0.00		
3040210	Sundry Income - Other Governance	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	116,467.00	0.00	122,372.00	0.00	89,790.00	0.00	59,342.24	
CAPITAL EXPENDITURE										
CAPITAL REVENUE										
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER GOVERNANCE		0.00	116,467.00	0.00	122,372.00	0.00	89,790.00	0.00	59,342.24	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Fire Prevention		67,881.00		47,234.00		39,350.00		40,703.34	<p>Fire Prevention depreciation budget was based on a projection that included the of the Mukinbudin Fire Truck which was subsequently disposed of. A budget amendment has been made.</p> <p>The ESL Other Goods and Services budget has a provision for return of unspent grant funds. As the future grant has been reduced instead of returning funds, see account 3050201, expenditure has been reduced. A budget amendment to match the reduction in expected grant income has been made.</p> <p>The most significant component is the budget was for the dog pound operating expenditure. A Budget Amendment has been made.</p>
Emergency Services Levy		33,268.00		30,368.00		23,467.00		22,276.84	
Animal Control		30,628.00		23,228.00		20,840.00		15,168.69	
Other Law, Order & Public Safety		2,867.00		3,447.00		3,049.00		2,893.89	
OPERATING REVENUE									
Fire Prevention	0.00		0.00		0.00		0.00		<p>The first quarter ESL Grant was prepaid in 17-18. In addition there has been a reduction in the grant expected due to under expenditure last year. Note the Amended Budget figure will not be reached until the end of year accounting for 18-19 is complete and a prepayment of \$5,930 is recognised. A budget amendment has been made.</p>
Emergency Services Levy	27,880.00		20,480.00		16,260.00		14,626.78		
Animal Control	3,220.00		3,220.00		2,670.00		2,366.17		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	31,100.00	134,644.00	23,700.00	104,277.00	18,930.00	86,706.00	16,992.95	81,042.76	
CAPITAL EXPENDITURE									
Fire Prevention		0.00		0.00		0.00		0.00	
Emergency Services Levy		0.00		0.00		0.00		0.00	
Animal Control		0.00		6,805.00		6,803.00		6,751.31	
Other Law, Order & Public Safety		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
Fire Prevention	0.00		0.00		0.00		0.00		
Emergency Services Levy	0.00		0.00		0.00		0.00		
Animal Control	0.00		0.00		0.00		0.00		
Other Law, Order & Public Safety	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	0.00	0.00	6,805.00	0.00	6,803.00	0.00	6,751.31	
TOTAL - PROGRAMME SUMMARY	31,100.00	134,644.00	23,700.00	111,082.00	18,930.00	93,509.00	16,992.95	87,794.07	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2019

FIRE PREVENTION	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments		
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$			
OPERATING EXPENDITURE											
2050100	Fire Prevention/Burning/Control										
W001	Fire Prevention/Burning/Control	0.00	0.00	0.00	0.00	0.00	1,979.17				
2050101	Cost of Fire Units Disposed - Op Exp - Fire Prevention	0.00	0.00	0.00	0.00	0.00	0.00				
2050102	Expensed Minor Asset Purchases	0.00	0.00	0.00	0.00	0.00	0.00				
2050191	Loss on Disposal of Assets Op Exp - Fire Prevention	0.00	0.00	0.00	0.00	0.00	0.00				
2050192	Depreciation - Fire Prevention	63,147.00	42,500.00		35,410.00		35,341.02			Fire Prevention depreciation budget was based on a projection that included the of the Mukinbudin Fire Truck which was subsequently disposed of. A budget amendment has been made.	
2050199	Administration Allocated	4,734.00	4,734.00		3,940.00		3,383.15				
OPERATING REVENUE											
3050100	Fines and Penalties - Fire Prevention	0.00	0.00		0.00		0.00				
3050101	Charges - Fire Prevention	0.00	0.00		0.00		0.00				
3050102	Contributions and Donations - Fire Prevention	0.00	0.00		0.00		0.00				
3050103	Reimbursements - Fire Prevention	0.00	0.00		0.00		0.00				
3050104	Grant Funding - Fire Prevention	0.00	0.00		0.00		0.00				
3050190	Profit on Disposal of Assets	0.00	0.00		0.00		0.00				
SUB-TOTAL OPERATING		0.00	67,881.00	0.00	47,234.00	0.00	39,350.00	0.00	40,703.34		
CAPITAL EXPENDITURE											
4050150	Furniture & Equipment (Capital) - Fire Prevention	0.00	0.00		0.00		0.00		0.00		
4050155	Plant & Equipment (Capital) - Fire Prevention	0.00	0.00		0.00		0.00		0.00		
4050160	Building (Capital) - Fire Prevention										
BC005	Building (Capital) - Fire Prevention	0.00	0.00		0.00		0.00		0.00		
CAPITAL REVENUE											
5050150	Proceeds on Disposal of Assets - Cap Inc - F	0.00	0.00		0.00		0.00		0.00		
5050152	Transfers From Building Reserve	0.00	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL - FIRE PREVENTION		0.00	67,881.00	0.00	47,234.00	0.00	39,350.00	0.00	40,703.34		

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2019

EMERGENCY SERVICES LEVY		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2050200	ESL Purchase of Small Equipment <1,500		0.00		0.00		0.00		0.00	
2050201	ESL Maintenance of Plant and Equipment		0.00		0.00		0.00		0.00	
2050202	ESL Maintenance of Vehicles		2,312.00		2,312.00		1,920.00		186.22	Excludes depreciation.
2050203	ESL Building Maintenance									
BM005	Mukinbudin Fire Shed Maintenance		210.00		210.00		170.00		273.60	
BM006	Bonnie Rock Fire Brigade Shed Maintenance -		0.00		0.00		0.00		0.00	
2050204	ESL Protective Clothing and Accessories		1,300.00		6,300.00		2,079.00		6,291.80	Additional uniforms have been be purchased. A budget amendmenthas been made.
2050205	ESL Building Operations (Excludes Insurance)									
BO005	Mukinbudin Fire Shed Operations (Excluding Utilities & Insurance) - Op Exp - ESL		500.00		500.00		410.00		794.22	
2050206	ESL Other Goods and Services		11,360.00		3,460.00		2,880.00		22.31	The ESL Other Goods and Services budget has a provision for return of unspent grant funds. As the future grant has been reduced instead of returning funds, see account 3050201, expenditure has been reduced. A budget amendment to match the reduction in expected grant income has been made.
2050207	ESL Insurances		8,118.00		8,118.00		8,118.00		7,942.43	
2050299	Administration Allocated - Op Exp ESL		9,468.00		9,468.00		7,890.00		6,766.26	
OPERATING REVENUE										
3050200	ESL Admin Fee/Commission	4,000.00		4,000.00		4,000.00		4,000.00		
3050201	ESL Operating Grant	23,800.00		15,900.00		11,925.00		9,950.00		The first quarter ESL Grant was prepaid in 17-18. In addition there has been a reduction in the grant expected due to under expenditure last year. Note the Amended Budget figure will not be reached until the end of year accounting for 18-19 is complete and a prepayment of \$5,930 is recognised. A budget amendment has been made.
3050202	ESL Capital Grant	0.00		0.00		0.00		0.00		
3050203	ESL Non-Payment Penalty Interest	80.00		80.00		0.00		158.79		
3050204	Fire Shed Operations Reimbursements - Op Inc	0.00		500.00		335.00		517.99		Additional reimbursement of electricity accounts. A budget amendmenthas been made.
SUB-TOTAL OPERATING		27,880.00	33,268.00	20,480.00	30,368.00	16,260.00	23,467.00	14,626.78	22,276.84	
CAPITAL EXPENDITURE										
4050250	PLANT & EQUIPMENT (CAPITAL) - ESL		0.00		0.00		0.00		0.00	
CAPITAL REVENUE										
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - EMERGENCY SERVICES LEVY		27,880.00	33,268.00	20,480.00	30,368.00	16,260.00	23,467.00	14,626.78	22,276.84	

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2019

ANIMAL CONTROL		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure		
		\$	\$	\$	\$	\$	\$	\$	\$		
OPERATING EXPENDITURE											
2050300	Animal Control - Salaries		0.00		0.00		0.00		0.00		
2050301	Animal Control - Superannuation		0.00		0.00		0.00		0.00		
2050302	Animal Control - Training & Conferences		0.00		0.00		0.00		0.00		
2050303	Animal Control - Other Employee Expenses		0.00		0.00		0.00		0.00		
2050304	Animal Control Expenses - Other		260.00		260.00		210.00		140.00		
2050305	Expensed Minor Asset Purchases - Animal Control		5,000.00		100.00		100.00		0.00	The budget was for the dog pound but expenditure was treated as capital. A budget amendment has been made.	
2050306	Dog Pound Maintenance										
BM010	Dog Pound Maintenance		4,000.00		4,000.00		3,320.00		0.00		
2050307	Ranger Services (Contracted)		11,500.00		9,000.00		9,000.00		8,202.50		
2050308	Dog Pound Operations										
BO010	Dog Pound Operations		400.00		400.00		320.00		0.00		
2050392	Depreciation - Animal Control		0.00		0.00		0.00		59.93		
2050399	Administration Allocated		9,468.00		9,468.00		7,890.00		6,766.26		
OPERATING REVENUE											
3050300	Pound Fees	420.00		420.00		350.00		48.18			
3050301	Dog Registration Fees	1,400.00		1,400.00		1,160.00		1,902.55			
3050302	Fines and Penalties - Animal Control	1,000.00		1,000.00		830.00		70.00			
3050303	Animal Destruction Fees	0.00		0.00		0.00		0.00			
3050304	Cat Registration Fees	400.00		400.00		330.00		345.44			
3050305	Animal Trap Hire Fees	0.00		0.00		0.00		0.00			
SUB-TOTAL OPERATING		3,220.00	30,628.00	3,220.00	23,228.00	2,670.00	20,840.00	2,366.17	15,168.69		
CAPITAL EXPENDITURE											
4050350	Building (Capital) - Animal Control										
BC010	Building (Capital) - Animal Control		0.00		7,300.00		7,297.00		7,246.44	Completion of Dog Pound Construction works started in 17-18 and is now complete. A budget amendment has been made. Recognition of works in progress at 30 June 2018.	
4050352	Building Works in Progress - Animal Control		0.00		(495.00)		(494.00)		(495.13)		
CAPITAL REVENUE											
SUB-TOTAL CAPITAL		0.00	0.00	0.00	6,805.00	0.00	6,803.00	0.00	6,751.31		
TOTAL - ANIMAL CONTROL		3,220.00	30,628.00	3,220.00	30,033.00	2,670.00	27,643.00	2,366.17	21,920.00		

SHIRE OF MUKINBUDIN
SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY
Financial Statement for Period Ended
30 April 2019

OTHER LAW, ORDER, PUBLIC SAFETY		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>										
2050400	Abandoned Vehicles Impounding Expenses		0.00		0.00		0.00		0.00	
2050401	Community Safety Audit		500.00		500.00		500.00		623.67	
2050402	Crime Prevention Strategies		0.00		0.00		0.00		0.00	
2050403	Expensed Minor Asset Purchases - OLOPS		0.00		300.00		300.00		300.00	Emergency Evacuation signs. A budget amendment has been made.
2050410	Other Public Safety Activities & Expenses - Op Exp - OLOPS		0.00		280.00		279.00		278.65	LEMC hosting Expenses. No further expenditure is expected, a budget amendment has been made.
2050499	Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
<u>OPERATING REVENUE</u>										
3050400	Impounded Vehicles Fees	0.00		0.00		0.00		0.00		
3050401	Community and Crime Prevention Grants	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	2,867.00	0.00	3,447.00	0.00	3,049.00	0.00	2,893.89	
<u>CAPITAL EXPENDITURE</u>										
4050450	Furniture & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00	
4050455	Plant & Equipment (Capital) - OLOPS		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>										
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER LAW, ORDER, PUBLIC SAFETY		0.00	2,867.00	0.00	3,447.00	0.00	3,049.00	0.00	2,893.89	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
Health Inspection and Administration		34,468.00		34,568.00		26,740.00		30,912.56	
Preventative Services - Pest Control		3,867.00		2,367.00		1,970.00		1,691.57	
Preventative Services - Other		2,727.00		2,967.00		2,470.00		2,048.57	
Other Health		57,070.00		60,770.00		51,230.00		48,949.33	
<u>OPERATING REVENUE</u>									
Health Inspection and Administration	0.00		400.00		400.00		450.54		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	6,000.00		9,700.00		8,080.00		12,628.85		
SUB-TOTAL OPERATING	6,000.00	98,132.00	10,100.00	100,672.00	8,480.00	82,410.00	13,079.39	83,602.03	
<u>CAPITAL EXPENDITURE</u>									
Health Inspection and Administration		0.00		0.00		0.00		0.00	
Preventative Services - Pest Control		0.00		0.00		0.00		0.00	
Preventative Services - Other		0.00		0.00		0.00		0.00	
Other Health		0.00		0.00		0.00		0.00	
<u>CAPITAL REVENUE</u>									
Health Inspection and Administration	0.00		0.00		0.00		0.00		
Preventative Services - Pest Control	0.00		0.00		0.00		0.00		
Preventative Services - Other	0.00		0.00		0.00		0.00		
Other Health	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	6,000.00	98,132.00	10,100.00	100,672.00	8,480.00	82,410.00	13,079.39	83,602.03	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2019

HEALTH INSPECTION & ADMIN	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2070304		0.00		0.00		0.00		0.00	
2070305		0.00		0.00		0.00		0.00	
2070307		25,000.00		25,000.00		18,750.00		24,097.48	
2070308		0.00		0.00		0.00		0.00	
2070310		0.00		100.00		100.00		48.82	
2070392		0.00		0.00		0.00		0.00	
2070398		0.00		0.00		0.00		0.00	
2070399		9,468.00		9,468.00		7,890.00		6,766.26	
OPERATING REVENUE									
3070300	0.00		0.00		0.00		0.00		
3070301	0.00		0.00		0.00		0.00		
3070302	0.00		0.00		0.00		0.00		
3070304	0.00		0.00		0.00		0.00		
3070305	0.00		0.00		0.00		0.00		
3070306	0.00		0.00		0.00		0.00		
3070307	0.00		400.00		400.00		450.54		
SUB-TOTAL OPERATING	0.00	34,468.00	400.00	34,568.00	400.00	26,740.00	450.54	30,912.56	
CAPITAL EXPENDITURE									
4070350		0.00		0.00		0.00		0.00	
4070355		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - HEALTH INSPECTION & ADMIN	0.00	34,468.00	400.00	34,568.00	400.00	26,740.00	450.54	30,912.56	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2019

PREVENTIVE SERVICES - PEST CONTROL	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE									
2070400 Mosquito Control				0.00		0.00		0.00	No provision for fogging is required. A budget amendment has been made.
MQF Mosquito Fogging		1,500.00				1,970.00		1,691.57	
2070499 Administration Allocated		2,367.00		2,367.00					
SUB-TOTAL OPERATING	0.00	3,867.00	0.00	2,367.00	0.00	1,970.00	0.00	1,691.57	
TOTAL - PREVENTIVE SERVICES - PEST CONTROL	0.00	3,867.00	0.00	2,367.00	0.00	1,970.00	0.00	1,691.57	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2019

PREVENTIVE SERVICES - OTHER	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2070500 Analytical Expenses		360.00		600.00		500.00		357.00	Additional expenditure expected. A budget amendment has been made.
2070599 Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
SUB-TOTAL OPERATING	0.00	2,727.00	0.00	2,967.00	0.00	2,470.00	0.00	2,048.57	
TOTAL - PREVENTIVE SERVICES - OTHER	0.00	2,727.00	0.00	2,967.00	0.00	2,470.00	0.00	2,048.57	

SHIRE OF MUKINBUDIN
SCHEDULE 07 - HEALTH
Financial Statement for Period Ended
30 April 2019

OTHER HEALTH	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2070602	Medical Practice Costs	32,134.00		32,134.00		26,770.00		23,662.37	Operational (Water) and relocation of the plaque expenses on the 12 Calder St Site during construction and temporally on going. A budget amendment has been made and a further amendment is recommended.	
2070603	Bonded Medical Scholarship	0.00		0.00		0.00		0.00		
2070607	Nursing Post Cleaner	6,000.00		6,000.00		4,990.00		4,717.25		
2070609	12 Calder St Building Operations (Land Swap - Health Dept) - Op Exp - Other Health	0.00		3,700.00		3,690.00		7,037.18		
2070691	Loss on Disposal of Assets - Op Exp - Other Health	0.00		0.00		0.00		0.00		
2070692	Depreciation - Other Health	0.00		0.00		0.00		0.00		
2070698	Housing Costs Allocated	0.00		0.00		0.00		0.00		
2070699	Administration Allocated	18,936.00		18,936.00		15,780.00		13,532.53		
OPERATING REVENUE										
3070600	Rent Income - Medical Services Housing	0.00		0.00		0.00		0.00		Reimbursement of operational (Water) expenses being incurred on the 12 Calder St Site during construction and temporally on going. A budget amendment has been made and a further amendment is recommended.
3070601	Reimb, Contrib's & Donations For Medical Se	6,000.00		6,000.00		5,000.00		3,978.64		
3070602	Reimbursements - Op Inc - Other Health	0.00		3,700.00		3,080.00		8,650.21		
3070603	Grants - Medical Services	0.00		0.00		0.00		0.00		
3070604	Other Income Medical Services - Op Inc - Other Health	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		6,000.00	57,070.00	9,700.00	60,770.00	8,080.00	51,230.00	12,628.85	48,949.33	
CAPITAL EXPENDITURE										
4070650	Building (Capital) - Other Health									
	BC015 Building (Capital) - Other Health	0.00		0.00		0.00		0.00		
4070651	Land Purchase Exps - Cap Exp - Other Health	0.00		0.00		0.00		0.00		
4070655	Transfers To Reserve	0.00		0.00		0.00		0.00		
CAPITAL REVENUE										
5070650	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
5070660	Proceeds on Sale of Assets - Cap Inc - Other Health	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER HEALTH		6,000.00	57,070.00	9,700.00	60,770.00	8,080.00	51,230.00	12,628.85	48,949.33	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Community Resource Centre		39,110.00		31,860.00		28,468.00		29,990.96	
Other Education		200.00		250.00		250.00		142.71	
Care Of Families And Children		10,135.00		10,135.00		8,433.00		8,301.62	
Aged & Disabled - Senior Citz Centre		53,033.00		56,783.00		51,823.00		50,133.23	The CEACA Inc. general subscription annual contribution 2018/19 of \$20,000 has already paid in full. An addition a CEACA contribution as per resolution 26th March 2018 was made. A Budget Amendment has been made.
Other Welfare		2,467.00		2,467.00		2,050.00		1,691.57	
OPERATING REVENUE									
Community Resource Centre	10,109.00		10,109.00		8,410.00		6,692.84		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	618,572.00		720.00		600.00		897.27		The new Childcare Building for Boodie Rats is not expected to be completed by 30 June 2019. Therefore majority of the grant and in-kind contribution will not be received this financial year. A budget amendment has been made.
Aged & Disabled - Senior Citz Centre	8,100.00		2,500.00		2,500.00		3,409.10		
Other Welfare	100.00		800.00		660.00		700.00		
SUB-TOTAL OPERATING	636,881.00	104,945.00	14,129.00	101,495.00	12,170.00	91,024.00	11,699.21	90,260.09	
CAPITAL EXPENDITURE									
Community Resource Centre		6,459.00		6,459.00		6,458.00		6,459.10	
Other Education		0.00		0.00		0.00		0.00	
Care Of Families And Children		617,852.00		10,000.00		6,700.00		2,030.00	The new Childcare Building for Boodie Rats is not expected to be completed by 30 June 2019. A budget amendment has been made.
Aged & Disabled - Senior Citz Centre		0.00		0.00		0.00		0.00	
Other Welfare		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
Community Resource Centre	0.00		0.00		0.00		0.00		
Other Education	0.00		0.00		0.00		0.00		
Care Of Families And Children	0.00		0.00		0.00		0.00		
Aged & Disabled - Senior Citz Centre	8,097.00		8,097.00		6,293.00		0.00		
Other Welfare	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	8,097.00	624,311.00	8,097.00	16,459.00	6,293.00	13,158.00	0.00	8,489.10	
TOTAL - PROGRAMME SUMMARY	644,978.00	729,256.00	22,226.00	117,954.00	18,463.00	104,182.00	11,699.21	98,749.19	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2019

COMMUNITY RESOURCE CENTRE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2080204 CRC Building Operating Expenses										
BO020 Community Resource Centre Operations		13,250.00		10,000.00		9,470.00		10,040.56		
2080205 CRC Building & Grounds Maintenance										
BM020 Community Resource Centre Maintenance		2,000.00		4,000.00		4,000.00		4,560.62		
GM020 Community Resource Centre Grounds Maintenance		10,000.00		4,000.00		3,320.00		4,169.06	Lower rate of expenditure in the first half of the year. A budget amendment has been made.	
2080220 Other CRC Expenses - OP Exp		0.00		0.00		0.00		15.75		
2080221 Interest on Loan 109 CRC		1,250.00		1,250.00		1,178.00		1,269.94		
2080292 Depreciation - CRC		7,876.00		7,876.00		6,560.00		6,551.88		
2080299 Administration Allocated - Op Exp - CRC		4,734.00		4,734.00		3,940.00		3,383.15		
OPERATING REVENUE										
3080204 Reimbursements - CRC	6,800.00		6,800.00		5,660.00		3,892.89			
3080220 CRC - Rental Income	3,309.00		3,309.00		2,750.00		2,799.95			
SUB-TOTAL OPERATING	10,109.00	39,110.00	10,109.00	31,860.00	8,410.00	28,468.00	6,692.84	29,990.96		
CAPITAL EXPENDITURE										
4080270 Principal on Loan 109 - CRC		6,459.00		6,459.00		6,458.00		6,459.10		
SUB-TOTAL CAPITAL	0.00	6,459.00	0.00	6,459.00	0.00	6,458.00	0.00	6,459.10		
TOTAL - COMMUNITY RESOURCE CENTRE	10,109.00	45,569.00	10,109.00	38,319.00	8,410.00	34,926.00	6,692.84	36,450.06		

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2019

OTHER EDUCATION	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080300 P & C Association		0.00		0.00		0.00		0.00	
2080301 Christian School Donation		0.00		0.00		0.00		0.00	
2080302 School Prizes, Scholarship		100.00		100.00		100.00		0.00	
2080303 School Ground improvements		0.00		0.00		0.00		0.00	
2080304 Insurances - Other Education		0.00		0.00		0.00		0.00	
2080305 Support for School Events - Op Exp - Other Educ		100.00		150.00		150.00		142.71	Support for school events.
OPERATING REVENUE									
3080300 Contributions & Donations - Other Education	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	0.00	200.00	0.00	250.00	0.00	250.00	0.00	142.71	
CAPITAL EXPENDITURE									
CAPITAL REVENUE									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER EDUCATION	0.00	200.00	0.00	250.00	0.00	250.00	0.00	142.71	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2019

CARE OF FAMILIES & CHILDREN	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080400									
BO025		3,200.00		3,200.00		2,703.00		3,283.80	
2080401									
BM025		1,000.00		1,000.00		810.00		701.43	
GM025		600.00		600.00		480.00		433.56	
2080420		0.00		0.00		0.00		0.00	
2080492		601.00		601.00		500.00		499.68	
2080499		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE									
3080400	Income - Playgroup & Boodie Rats Child Care Cntr	720.00	720.00		600.00		897.27		
3080410	Contributions, Reimb & Other Income - Op Inc - Fa	200,000.00	0.00		0.00		0.00		In Kind Contribution Income for New Childcare Building for Boodie Rats from the Mukinbudin Shire. Exp in Job BC025. The actual nature of this is to be determined. As the building is not expected to be completed by 30 June 2019 this income will not be recognised. A budget amendment has been made.
3080450	Grants for Capital Purposes - Op Inc - Care of Fam	417,852.00	0.00		0.00		0.00		As the New Childcare Building for Boodie Rats is not expected to be completed by 30 June 2019 this income will not be received. A budget amendment has been made.
SUB-TOTAL OPERATING		618,572.00	10,135.00	720.00	10,135.00	600.00	8,433.00	897.27	8,301.62
CAPITAL EXPENDITURE									
4080450	Building (Capital) - Care of Families & Children								
BC025	Building Capital Expenditure - Care of Families & Children		617,852.00	0.00		0.00		0.00	New Childcare Building for Boodie Rats. Grant funding in acct 3080450 and in-kind funding in acct 3080410. Externally contracted works \$400,000. In kind contributions received \$200,000. Contingency \$12,915. As the building is not expected to be completed by 30 June 2019 all expenditure for the new Boodie Rats building will be directed to account 4080451. A budget amendment has been made.
4080451	Building Works in Progress - Childcare		0.00	10,000.00		6,700.00		2,030.00	As the new Boodie Rats building is not expected to be completed by 30 June 2019 all expenditure for the will be directed to this account. A budget amendment has been made.
CAPITAL REVENUE									
5080450	Transfers From Building Reserve	0.00	0.00		0.00		0.00		
SUB-TOTAL CAPITAL		0.00	617,852.00	0.00	10,000.00	0.00	6,700.00	0.00	2,030.00
TOTAL - CARE OF FAMILIES & CHILDREN		618,572.00	627,987.00	720.00	20,135.00	600.00	15,133.00	897.27	10,331.62

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
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AGED & DISABLED - SENIOR CITZ CENTRE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2080505	Seniors Catering Assistance	0.00		0.00		0.00		0.00	The CEACA Inc. general subscription annual contribution 2018/19 of \$20,000 has already paid in full. An addition a CEACA contribution as per resolution 26th March 2018 was made. A Budget Amendment has been made. Expenditure of Seniors Week Grant and Age-Friendly Communities Grant for 18-19 Seniors Week Event \$1,500, Seniors Dinner \$\$4,500. Expenditure is complete. A budget amendment has been made.	
2080506	Central East Aged Care Alliance	20,000.00		24,690.00		24,690.00		24,698.23		
2080508	Seniors Grants Projects - Op Expenditure	8,097.00		8,097.00		6,293.00		6,850.64		
2080509	Seniors Week Op Expenditure	6,000.00		5,060.00		5,060.00		5,051.83		
2080510	Meals on Wheels Expenditure	0.00		0.00		0.00		0.00		
2080592	Depreciation - Senior Citizens	0.00		0.00		0.00		0.00		
2080599	Administration Allocated	18,936.00		18,936.00		15,780.00		13,532.53		
OPERATING REVENUE										
3080500	Contributions & Donations - Senior Citizens	0.00	0.00		0.00		0.00			Fees for bus trip. A budget amendment has been made. This is a duplicate budget of the Age-Friendly Communities Grant received in 2017-2018. This income is recognised in account 5080510 in 2018-2019. A \$7.1K reducing budget amendment has been made.
3080501	Reimbursements & Fees - Op Inc - Senior Citizens	0.00	1,500.00		1,500.00		2,409.10			
3080502	Grant Income - Senior Citizens	8,100.00	1,000.00		1,000.00		1,000.00			
3080503	Program Income - Senior Citizens	0.00	0.00		0.00		0.00			
3080504	Grant Income - Aged Housing	0.00	0.00		0.00		0.00			
SUB-TOTAL OPERATING		8,100.00	53,033.00	2,500.00	56,783.00	2,500.00	51,823.00	3,409.10	50,133.23	
CAPITAL EXPENDITURE										
4080550	Building (Capital) - Senior Citizens									
	BC030 Building (Capital) - Senior Citizens		0.00		0.00		0.00			0.00
4080510	Transfers to Unspent Grants Reserve - Cap Ex - Aged & Disabled		0.00		0.00		0.00			0.00
CAPITAL REVENUE										
5080510	Transfers from Unspent Grants Reserve - Capital	8,097.00		8,097.00		6,293.00		0.00	Unspent Age-Friendly Communities Grant for 18-19 transferred from reserve.	
SUB-TOTAL CAPITAL		8,097.00	0.00	8,097.00	0.00	6,293.00	0.00	0.00	0.00	
TOTAL - AGED & DISABLED - SENIOR CITZ CENTRE		16,197.00	53,033.00	10,597.00	56,783.00	8,793.00	51,823.00	3,409.10	50,133.23	

SHIRE OF MUKINBUDIN
SCHEDULE 08 - EDUCATION & WELFARE
Financial Statement for Period Ended
30 April 2019

OTHER WELFARE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2080600		0.00		0.00		0.00		0.00	
2080603		0.00		0.00		0.00		0.00	
2080604		0.00		0.00		0.00		0.00	
2080608		100.00		100.00		80.00		0.00	
2080692		0.00		0.00		0.00		0.00	
2080699		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE									
3080600	0.00		0.00		0.00		0.00		
3080601	0.00		0.00		0.00		0.00		
3080602	0.00		0.00		0.00		0.00		
3080603	0.00		0.00		0.00		0.00		
3080604	100.00		800.00		660.00		700.00		Additional income expected. A budget amendment is recommended.
SUB-TOTAL OPERATING	100.00	2,467.00	800.00	2,467.00	660.00	2,050.00	700.00	1,691.57	
TOTAL - OTHER WELFARE	100.00	2,467.00	800.00	2,467.00	660.00	2,050.00	700.00	1,691.57	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
<u>OPERATING EXPENDITURE</u>										
Housing - Shire (Staff and Rentals)		150,172.00		152,872.00		130,300.00		105,838.58	▼	Staff and rental housing building operating expenses are \$1,836 below the YTD Budget, Building Maintenance expenses are \$10,035 below the YTD Budget and Grounds Maintenance expenses are \$5,087 below the YTD Budget. Also recovered cost income is \$556 below the YTD Budget. See the subprogram for further detail.
Housing - Aged (Including Senior Citizens)		99,394.00		101,694.00		85,716.00		86,340.82		
Housing - Other (Including Joint Venture)		75,380.00		77,780.00		65,466.00		59,993.47		
<u>OPERATING REVENUE</u>										
Housing - Shire (Staff and Rentals)	59,120.00		123,100.00		95,363.00		115,469.27		▼	Income for 3 Houses was not included in the budget. A budget amendment has been made. See the subprogram for further detail. In addition with respect to Income - 8 Lansdell Street; A budget amendment as been made to reflect the additional income in the first half of the year.
Housing - Aged (Including Senior Citizens)	47,736.00		41,436.00		34,490.00		33,681.26			
Housing - Other (Including Joint Venture)	24,486.00		29,606.00		24,650.00		23,450.13			
SUB-TOTAL OPERATING	131,342.00	324,946.00	194,142.00	332,346.00	154,503.00	281,482.00	172,600.66	252,172.87		
<u>CAPITAL EXPENDITURE</u>										
Housing - Shire (Staff and Rentals)		396,470.00		398,470.00		394,638.00		379,033.35		Exp in BC047 and the bathroom refurbishment 15 Cruickshank Rd. Exp in BC037 \$9,000 of have yet been transferred from reserve. A timing variation.
Housing - Aged (Including Senior Citizens)		500.00		5,850.00		5,760.00		5,669.28		
Housing - Other (Including Joint Venture)		0.00		0.00		0.00		0.00		
<u>CAPITAL REVENUE</u>										
Housing - Shire (Staff and Rentals)	375,000.00		375,000.00		375,000.00		367,485.11			
Housing - Aged (Including Senior Citizens)	0.00		0.00		0.00		0.00			
Housing - Other (Including Joint Venture)	0.00		0.00		0.00		0.00			
SUB-TOTAL CAPITAL	375,000.00	396,970.00	375,000.00	404,320.00	375,000.00	400,398.00	367,485.11	384,702.63		
TOTAL - PROGRAMME SUMMARY	506,342.00	721,916.00	569,142.00	736,666.00	529,503.00	681,880.00	540,085.77	636,875.50		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2019

HOUSING - SHIRE (STAFF AND RENTALS)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090100	Staff Housing Building Operations									
	BO035 5 Cruickshank Rd - Building Operations		4,050.00		4,050.00		3,535.00		4,647.71	
	BO036 11 Cruickshank Rd Principal Building Operations		2,700.00		2,700.00		2,699.00		2,279.33	
	BO037 15 Cruickshank Rd CEO Building Operations		7,800.00		7,800.00		7,046.00		5,133.35	
	BO038 25 Cruickshank Rd CPM Building Operations		5,200.00		5,200.00		4,495.00		4,003.86	
	BO039 1 Salmon Gum Alley Building Operations		3,500.00		3,500.00		3,115.00		3,018.64	
	BO040 4 Salmon Gum Alley Building Operations		6,650.00		6,650.00		5,671.00		6,022.10	
	BO041 8 Lansdell St Building Operations		7,300.00		5,000.00		4,663.00		3,915.75	Less expenses expected. A budget amendment has been made.
	BO043 25A Calder St Building Operations		1,993.00		1,993.00		1,795.00		3,077.06	
	BO044 25B Calder St Building Operations		2,800.00		2,800.00		2,465.00		1,729.00	
	BO045 12 Salmon Gum Alley (Lot 208) Building Op Exp		3,600.00		3,600.00		3,209.00		2,902.64	
	BO046 51 Maddock Street Building Operations		82.00		82.00		82.00		82.00	
	BO047 8 Gimlett Way Building Operations		1,300.00		1,300.00		1,036.00		1,163.98	
	Total Building Operations		46,975.00		44,675.00		39,811.00		37,975.42	
2090101	Staff Housing Building Maintenance									
	BM035 5 Cruickshank Rd Building Maintenance		1,900.00		4,900.00		4,060.00		3,783.57	
	BM036 11 Cruickshank Rd Principal Building Maintenance		2,700.00		2,700.00		2,240.00		1,802.98	
	BM037 15 Cruickshank Rd CEO Building Maintenance		3,750.00		3,750.00		3,100.00		1,905.02	
	BM038 25 Cruickshank Rd CPM Building Maintenance		2,200.00		8,800.00		7,320.00		8,302.26	Additional Maintenance and the replacement of an airconditioner. A budget amendment has been made.
	BM039 1 Salmon Gum Alley Building Maintenance		9,700.00		9,700.00		8,060.00		6,441.86	Includes new Carpets throughout \$4,800. Overhead Kitchen cupboards \$1,500.
	BM040 4 Salmon Gum Alley Building Maintenance		8,200.00		7,000.00		5,820.00		63.50	Includes replacing damaged beam in carport \$1,700 & repair/replacement of fixed furniture & fittings \$800. The paving repair budget is reallocated to GM040. A budget amendment has been made.
	BM041 8 Lansdell St Building Maintenance		3,300.00		3,300.00		2,720.00		4,991.78	
	BM043 25A Calder St Building Maintenance		2,400.00		2,400.00		1,980.00		33.49	
	BM044 25B Calder St Building Maintenance		5,250.00		2,400.00		1,990.00		587.43	Less expenditure expected. A budget amendment has been made.
	BM045 12 Salmon Gum Alley (Lot 208) Building Maint Exp		1,700.00		4,500.00		3,730.00		4,104.00	Additional maintenance required. A budget amendment has been made.
	BM047 8 Gimlett Way Building Maintenance		1,600.00		1,600.00		1,062.00		31.16	
	Subtotal Building Maintenance		42,700.00		51,050.00		42,082.00		32,047.05	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
30 April 2019

HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
OPERATING EXPENDITURE (Continued)		\$	\$	\$	\$	\$	\$	\$	\$	
2090102	Staff Housing Grounds Maintenance									
GM038	25 Cruickshank Road Grounds Maintenance		900.00	1,900.00	1,570.00	864.08				
			0.00	0.00	0.00	0.00				
GM035	5 Cruickshank Road Grounds Maintenance		800.00	800.00	650.00	36.80				
GM036	11Cruickshank Road Grounds Maintenance		4,200.00	900.00	720.00	0.00				Savings Identified. A budget amendment has been made.
GM037	15 Cruickshank Road Grounds Maintenance		900.00	900.00	730.00	859.21				
GM039	1 Salmon Gum Alley Grounds Maintenance		800.00	800.00	650.00	0.00				
GM040	4 Salmon Gum Alley Grounds Maintenance		4,350.00	2,500.00	2,050.00	108.60				Savings identified, still includes relaying paving. A budget amendment has been made.
GM041	8 Lansdell Street Grounds Maintenance		3,700.00	3,700.00	3,060.00	2,776.54				
GM043	25A Calder Street Grounds Maintenance		800.00	400.00	330.00	0.00				Savings Identified. A budget amendment has been made.
GM044	25B Calder St Grounds Maintenance		1,350.00	400.00	310.00	0.00				Savings Identified. A budget amendment has been made.
GM045	12 Salmon Gum Alley Grounds Maintenance		800.00	1,500.00	1,220.00	1,096.68				Additional maintenance required. A budget amendment has been made.
GM047	8 Gimlett Way Grounds Maintenance		750.00	2,200.00	1,467.00	1,928.59				Unexpected maintenance costs, few further costs expected. A budget amendment has been made.
	<u>Subtotal Grounds Maintenance</u>		<u>19,350.00</u>	<u>16,000.00</u>	<u>12,757.00</u>	<u>7,670.50</u>				
2090112	Interest on Loan 124 Paid - Op Exp - Housing Shire		8,160.00	8,160.00	8,160.00	4,469.51				
2090192	Depreciation - Staff Housing		15,387.00	15,387.00	12,820.00	14,068.75				
2090199	Administration Allocated		47,340.00	47,340.00	39,450.00	33,831.33				
	Recovered amounts									
2090198	Staff Housing Costs Recovered		(29,740.00)	(29,740.00)	(24,780.00)	(24,223.98)				
	OPERATING REVENUE									
3090102	Other Reimbursements - Staff Housing		0.00	2,900.00	2,900.00	2,872.72				An insurance payout for water damage. A budget amendment has been made.
3090108	Income - 5 Cruickshank Road		5,480.00	5,860.00	4,870.00	4,555.72				
3090109	Income - 11 Cruickshank Road		15,080.00	15,080.00	12,560.00	15,302.88				
3090111	Income - 25 Cruickshank Road		4,420.00	4,420.00	3,680.00	10,647.76				
3090112	Income - 1 Salmon Gum Alley		0.00	14,320.00	11,920.00	12,750.25				The income from this house was omitted from the budget. An annual income of \$14,320 is expected. A budget amendment has been made.
3090114	Income - 25A Calder Street		7,060.00	7,060.00	5,880.00	6,106.89				
3090115	Income - 25B Calder Street		7,060.00	7,060.00	5,880.00	6,224.57				
3090116	Income - 8 Lansdell Street		20,020.00	30,000.00	20,100.00	26,089.99				A budget amendment as been made to reflect the additional income in the first half of the year.
3090117	Income - 12 Salmon Gum Alley (Lot 208)		0.00	19,500.00	16,250.00	16,765.67				The income from this house was omitted from the budget. An annual income of \$19,500.00 is expected. A budget amendment has been made to recognise potential rental income for the latter part of the year.
3090120	8 Gimlett Way - Shire Houing (Staff & Rental) - O		0.00	16,900.00	11,323.00	14,152.82				A budget amendment has been made to reflect the income being received.
	SUB-TOTAL OPERATING		59,120.00	150,172.00	123,100.00	152,872.00	95,363.00	130,300.00	115,469.27	105,838.58

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
Financial Statement for Period Ended
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HOUSING - SHIRE (STAFF AND RENTALS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
CAPITAL EXPENDITURE										
4090150	Buildings (Capital) - Staff Housing									
BC037	15 Cruickshank Rd CEO Building Capital		9,000.00		11,000.00		9,160.00		0.00	Refurbish Bathroom. Funding \$9K from the Building & Residential Land Reserve via acct 5090152.
BC040	4 Salmon Gum Alley Building Capital		6,000.00		6,000.00		4,016.00		0.00	Refurbish Bathroom tiling.
BC047	8 Gimlett Way (Lot 203) Building Capital Exp - Housing Shire		366,000.00		366,215.00		366,204.00		368,015.53	House construction contract \$360,000. Funding \$260K from loan income in acct 5090154 and \$106K from the Building and Residential Land Reserve via acct 5090152.
4090152	Buildings Works in Progress - Staff Housing		0.00		(215.00)		(212.00)		(215.00)	Recognition of expensed in the prior year to recognised in 18-19.
4090160	Loan Principal Repayment Exp - Loan 124 - Cap Exp - Housing S		15,470.00		15,470.00		15,470.00		11,232.82	
CAPITAL REVENUE										
5090152	Transfers From Building & Residential Land Reserve - Cap Inc - Staff House	115,000.00		115,000.00		115,000.00		107,485.11		Exp in BC047 and the bathroom refurbishment 15 Cruickshank Rd. Exp in BC037 \$9,000 of have yet been transferred from reserve. A timing variation.
5090154	Loan Principal Rec'd Loan 124 - Cap Inc - Housing Shire	260,000.00		260,000.00		260,000.00		260,000.00		Loan 124 for House Construction at 8 (Lot 203) Gimlett Way Exp in BC047 \$260,000.
SUB-TOTAL CAPITAL		375,000.00	396,470.00	375,000.00	398,470.00	375,000.00	394,638.00	367,485.11	379,033.35	
TOTAL - HOUSING - SHIRE (STAFF AND RENTALS)		434,120.00	546,642.00	498,100.00	551,342.00	470,363.00	524,938.00	482,954.38	484,871.93	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - AGED (INCLUDING SENIOR CITIZENS)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2090200	Aged Housing Building Operations									
BO061	Aged Unit 1 & 2 - Operations		1,100.00		1,100.00		1,099.00		904.40	
BO063	Aged Unit 3 - Operations		800.00		800.00		800.00		688.10	
BO064	Aged Unit 4 - Operations		800.00		800.00		800.00		688.12	
BO065	Aged Unit 5 - Operations		1,000.00		1,000.00		1,000.00		623.40	
BO066	Aged Unit 6 - Operations		800.00		800.00		800.00		623.42	
BO067	Aged Unit 7 - Operations		1,100.00		1,100.00		1,021.00		978.53	
BO068	Aged Unit 8 - Operations		700.00		700.00		700.00		1,042.83	
BO069	Aged Unit 9 - Operations		2,250.00		2,250.00		2,004.00		1,729.88	
BO070	Aged Unit 10 - Operations		2,250.00		2,250.00		2,004.00		1,732.07	
BO071	Aged Unit Common - Operations		5,800.00		5,800.00		4,800.00		4,210.04	
BO72	Aged Unit 11 - Operations		2,300.00		2,300.00		2,055.00		2,334.86	
BO73	Aged Unit 12 - Operations		3,900.00		3,900.00		3,393.00		2,606.44	
	<u>Subtotal Building Operations</u>		<u>22,800.00</u>		<u>22,800.00</u>		<u>20,476.00</u>		<u>18,162.09</u>	
2090201	Aged Housing Building Maintenance - Op Exp - Aged Housing									
BM061	Aged Unit 1 & 2 - Maintenance		2,000.00		900.00		740.00		622.18	Savings Identified. A budget amendment has been made.
BM063	Aged Unit 3 - Maintenance		2,600.00		500.00		400.00		455.23	Savings Identified. A budget amendment has been made.
BM064	Aged Unit 4 - Maintenance		1,500.00		1,500.00		1,230.00		2,409.30	
BM065	Aged Unit 5 - Maintenance		1,500.00		1,500.00		1,230.00		1,411.73	
BM066	Aged Unit 6 - Maintenance		1,600.00		1,600.00		1,300.00		3,025.67	
BM067	Aged Unit 7 - Maintenance		4,100.00		4,100.00		3,400.00		1,407.82	
BM068	Aged Unit 8 - Maintenance		600.00		3,700.00		3,070.00		3,398.22	Water damage repairs. A budget amendment has been made.
BM069	Aged Unit 9 - Maintenance		2,000.00		2,000.00		1,650.00		2,156.97	
BM070	Aged Unit 10 - Maintenance		1,500.00		500.00		400.00		101.16	Savings Identified. A budget amendment has been made.
BM071	Aged Unit Annual Budget & Common Build Maint (Book individual unit expenses to individual units)		1,600.00		6,000.00		4,990.00		4,373.18	Unplanned painting. A budget amendment has been made.
BM072	Aged Unit 11 - Maintenance		1,000.00		500.00		390.00		928.24	Savings were expected. A budget amendment was made.
BM073	Aged Unit 12 - Maintenance		1,000.00		500.00		390.00		998.64	Savings were expected. A budget amendment was made.
	<u>Subtotal Building Maintenance</u>		<u>21,000.00</u>		<u>23,300.00</u>		<u>19,190.00</u>		<u>21,288.34</u>	
2090202	Aged Housing Grounds Maintenance - Op Exp - Aged Housing									
GM061	Aged Unit 1 & 2 Grounds Maintenance		750.00		750.00		610.00		0.00	
GM063	Aged Unit 3 Grounds Maintenance		500.00		500.00		390.00		0.00	
GM064	Aged Unit 4 Grounds Maintenance		500.00		500.00		390.00		0.00	
GM065	Aged Unit 5 Grounds Maintenance		500.00		500.00		380.00		0.00	
GM066	Aged Unit 6 Grounds Maintenance		500.00		500.00		390.00		0.00	
GM067	Aged Unit 7 Grounds Maintenance		700.00		700.00		560.00		0.00	
GM068	Aged Unit 8 Grounds Maintenance		600.00		600.00		470.00		402.45	
GM069	Aged Unit 9 Grounds Maintenance		1,000.00		1,000.00		820.00		528.76	
GM070	Aged Unit 10 Grounds Maintenance		1,250.00		1,250.00		1,030.00		412.76	
GM071	Aged Units Annual Budget & Common Grounds Maintenance (Book individual unit exps to appropriate Unit)		6,450.00		6,450.00		5,360.00		7,254.70	
GM072	Universal Unit 11 Grounds Maintenance		500.00		500.00		390.00		0.00	
GM073	Universal Unit 12 Grounds Maintenance		500.00		500.00		390.00		423.26	
	<u>Subtotal Building Maintenance</u>		<u>13,750.00</u>		<u>13,750.00</u>		<u>11,180.00</u>		<u>9,021.93</u>	
2090292	Depreciation - Aged Housing		4,904.00		4,904.00		4,080.00		4,157.21	
2090299	Administration Allocated		47,340.00		47,340.00		39,450.00		33,831.33	
Recovered amounts										
2090298	Aged Housing Costs Recovered		(10,400.00)		(10,400.00)		(8,660.00)		(120.08)	

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - AGED (INCLUDING SENIOR CITIZENS) (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING REVENUE										
3090201	Income - Aged Unit 1 & 2	4,290.00		4,290.00		3,570.00		3,295.00		
3090203	Income - Aged Unit 3	4,290.00		4,290.00		3,570.00		3,307.50		
3090204	Income - Aged Unit 4	4,290.00		4,290.00		3,570.00		3,542.50		
3090205	Income - Aged Unit 5	3,900.00		3,900.00		3,250.00		3,180.00		
3090206	Income - Aged Unit 6	3,900.00		3,900.00		3,250.00		3,150.00		
3090207	Income - Aged Unit 7	3,900.00		1,000.00		830.00		660.00		The Unit is currently vacant. A budget amendment has been made.
3090208	Income - Aged Unit 8	3,900.00		500.00		410.00		180.00		The Unit is currently vacant. A budget amendment has been made.
3090209	Income - Aged Unit 9	4,680.00		4,680.00		3,900.00		3,960.00		
3090210	Income - Aged Unit 10	4,680.00		4,680.00		3,900.00		3,360.00		
3090211	Income - Aged Unit 11- Ferguson St	5,876.00		5,876.00		4,890.00		4,938.00		
3090212	Income - Aged Unit 12 - Ferguson St	4,030.00		4,030.00		3,350.00		3,908.26		
3090214	Other Reimbursements - Aged Housing	0.00		0.00		0.00		200.00		
SUB-TOTAL OPERATING		47,736.00	99,394.00	41,436.00	101,694.00	34,490.00	85,716.00	33,681.26	86,340.82	
CAPITAL EXPENDITURE										
4090250	Building (Capital) - Aged Housing									
	BC068 Aged Unit 8 - Capital		0.00		5,350.00		5,350.00		5,335.00	Unplanned essential during a vacancy period renovations. A budget amendment has been made.
4090254	Transfers To Seniors Housing Reserve - Cap Exp - House Aged		500.00		500.00		410.00		334.28	
SUB-TOTAL CAPITAL		0.00	500.00	0.00	5,850.00	0.00	5,760.00	0.00	5,669.28	
TOTAL - HOUSING - AGED (INCLUDING SENIOR CITIZENS)		47,736.00	99,894.00	41,436.00	107,544.00	34,490.00	91,476.00	33,681.26	92,010.10	

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HOUSING - OTHER (INCLUDING JOINT VENTURE)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE											
2090300	Community Housing - Singles JV - Building Operations										
BO101	JV Singles Unit 1 - Operations		2,100.00		2,100.00		1,899.00		1,680.30		
BO102	JV Singles Unit 2 - Operations		2,900.00		2,900.00		2,559.00		2,507.69		
BO103	JV Singles Unit 3 - Operations		2,600.00		2,600.00		2,349.00		2,338.39		
BO104	JV Singles Unit 4 - Operations		2,300.00		2,300.00		2,060.00		2,552.94		
BO105	JV Singles Unit Common - Operations		700.00		700.00		580.00		792.74		
	<u>Subtotal Singles JV Building Operations</u>		<u>10,600.00</u>		<u>10,600.00</u>		<u>9,447.00</u>		<u>9,872.06</u>		
2090301	Community Housing - Singles JV - Building Maintenance										
BM101	JV Singles Unit 1 - Maintenance		1,100.00		3,500.00		2,900.00		2,911.39	Unplanned supply and installation of Fujitsu C7.1kW H8.0kW Reverse Cycle Split System. A budget amendment has been made.	
BM102	JV Singles Unit 2 - Maintenance		1,200.00		1,200.00		980.00		234.18		
BM103	JV Singles Unit 3 - Maintenance		3,000.00		3,000.00		2,480.00		2,525.61		
BM104	JV Singles Unit 4 - Maintenance		1,800.00		1,800.00		1,480.00		2,564.69		
BM105	JV Singles Unit Annual Budget & Common - Maint (Book individual unit cost to units) -Op Exp JV House		800.00		800.00		640.00		38.85		
	<u>Subtotal Singles JV Building Maintenance</u>		<u>7,900.00</u>		<u>10,300.00</u>		<u>8,480.00</u>		<u>8,274.72</u>		
2090304	Community Housing - Singles JV - Grounds Maintenance										
GM101	JV Singles Unit 1 Grounds Maintenance		500.00		500.00		390.00		0.00		
GM102	JV Singles Unit 2 Grounds Maintenance		500.00		500.00		390.00		0.00		
GM103	JV Singles Unit 3 Grounds Maintenance		500.00		500.00		390.00		0.00		
GM104	JV Singles Unit 4 Grounds Maintenance		400.00		400.00		310.00		0.00		
GM105	JV Singles Units Annual Budget & Common Grounds Maint (Book Individual Unit costs to units)		500.00		500.00		390.00		3,030.40		
	<u>Subtotal Singles JV Grounds Maintenance</u>		<u>2,400.00</u>		<u>2,400.00</u>		<u>1,870.00</u>		<u>3,030.40</u>		
2090312	Community Housing - Family JV Building Operations										
BO120	JV Family - 6 Lansdell St - Operations		3,100.00		3,100.00		2,779.00		2,577.36		
BO121	JV Family - 12 White St - Operations		2,550.00		2,550.00		2,300.00		2,224.48		
2090313	Community Housing - Family JV - Building & Grounds Maintenance										
BM120	JV Family - 6 Lansdell St - Maintenance		4,800.00		4,800.00		3,970.00		2,373.00	Includes replacing floor coverings - Dining Entry & Kitchen \$3,000 & Flyscreens \$500.	
BM121	JV Family - 12 White St - Maintenance		1,800.00		1,800.00		1,480.00		1,540.01		
GM120	6 Lansdell Street Grounds Maintenance		500.00		500.00		390.00		0.00		
GM121	12 White Street Grounds Maintenance		500.00		500.00		390.00		0.00		
2090391	Loss on Disposal of Assets		0.00		0.00		0.00		0.00		
2090392	Depreciation - Other Housing		1,710.00		1,710.00		1,420.00		1,422.10		
2090399	Administration Allocated		47,340.00		47,340.00		39,450.00		33,831.33		
Recovered amounts											
2090398	Other Housing Costs Recovered - Op Exp - Housing Other		(7,820.00)		(7,820.00)		(6,510.00)		(5,151.99)		

SHIRE OF MUKINBUDIN
SCHEDULE 09 - HOUSING
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HOUSING - OTHER (INCLUDING JOINT VENTURE) (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure		
	\$	\$	\$	\$	\$	\$	\$	\$		
<u>OPERATING REVENUE</u>										
3090300	Income - JV Singles Unit 1 Cruickshank Road	7,330.00		5,500.00		4,580.00		4,165.22		Income will be less than expected. A budget amendment has been made. Income will be greater than expected. A budget amendment has been made.
3090301	Income - JV Singles Unit 2 Cruickshank Road	50.00		7,000.00		5,830.00		4,992.78		
3090302	Income - JV Singles Unit 3 Cruickshank Road	3,640.00		3,640.00		3,030.00		3,260.00		
3090303	Income - JV Singles Unit 4 Cruickshank Road	3,640.00		3,640.00		3,030.00		3,260.00		
3090304	Income - JV Family Housing - 6 Lansdell Street	3,900.00		3,900.00		3,250.00		3,260.00		
3090305	Income - JV Family Housing - 12 White Street	5,926.00		5,926.00		4,930.00		4,512.13		
SUB-TOTAL OPERATING		24,486.00	75,380.00	29,606.00	77,780.00	24,650.00	65,466.00	23,450.13	59,993.47	
TOTAL - HOUSING - OTHER (INCLUDING JOINT VENTURE)		24,486.00	75,380.00	29,606.00	77,780.00	24,650.00	65,466.00	23,450.13	59,993.47	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Sanitation - Household Refuse		64,101.00		64,101.00		53,370.00		43,236.26	▼ Expenses relating the refuse site maintenance, to the collection of Domestic Waste and Recycling are less than expected at this point in time by \$9.3K.
Sanitation - Other		28,334.00		39,934.00		33,270.00		26,523.83	
Urban Stormwater Drainage		9,734.00		7,734.00		6,420.00		7,614.14	
Protection of the Environment		26,570.00		51,870.00		43,190.00		23,687.26	▼ Expenditure of the additional \$24.6K Landcare Grant has not yet commenced. Funds may be carried over to next year.
Town Planning & Regional Development		5,867.00		9,367.00		7,800.00		7,356.57	
Community Development		50,517.00		50,517.00		42,080.00		41,962.97	
Other Community Amenities		50,881.00		57,781.00		48,060.00		41,393.76	
OPERATING REVENUE									
Sanitation - Household Refuse	50,940.00		50,940.00		50,940.00		50,935.00		Refuse and recycling collection service income was raised with rates in September.
Sanitation - Other	21,850.00		21,850.00		21,760.00		21,350.00		Refuse and recycling collection service income was raised with rates in September.
Protection of the Environment	0.00		25,000.00		25,000.00		24,624.00		
Town Planning & Regional Development	500.00		500.00		410.00		179.40		
Other Community Amenities	3,000.00		3,000.00		2,500.00		2,575.05		
SUB-TOTAL OPERATING	76,290.00	236,004.00	101,290.00	281,304.00	100,610.00	234,190.00	99,663.45	191,774.79	
CAPITAL EXPENDITURE									
Other Community Amenities		3,000.00		0.00		0.00		0.00	
CAPITAL REVENUE									
Protection of the Environment	14,336.00		14,336.00		14,336.00		0.00		▲ The transfer from the Unspent Grants Reserve funds for fencing and revegetation (Inc 131007030, Exp 121007130) which was received in late May 2018 has not taken place yet. Funds will be transferred when expenditure equals or exceeds funds held in reserve or when expenditure is completed, a timing variation.
SUB-TOTAL CAPITAL	14,336.00	3,000.00	14,336.00	0.00	14,336.00	0.00	0.00	0.00	
TOTAL - PROGRAMME SUMMARY	90,626.00	239,004.00	115,626.00	281,304.00	114,946.00	234,190.00	99,663.45	191,774.79	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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SANITATION - HOUSEHOLD REFUSE		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2100100	Domestic Refuse Collection									
	W010 Domestic Refuse Collection		20,000.00		20,000.00		16,660.00		14,832.05	
2100102	Refuse Site Maintenance									
	W011 Refuse Site Maintenance		20,000.00		20,000.00		16,640.00		9,813.00	
2100103	Domestic Recycling Collection									
	W012 Domestic Recycling Collection		17,000.00		17,000.00		14,160.00		13,516.51	
2100192	Depreciation - Sanitation Household		0.00		0.00		0.00		0.00	
2100199	Administration Allocated		7,101.00		7,101.00		5,910.00		5,074.70	
OPERATING REVENUE										
3100100	Domestic Refuse Collection Charges	27,560.00		27,560.00		27,560.00		27,555.00		Refuse and recycling collection service income was raised with rates in September.
3100101	Domestic Services (Additional)	0.00		0.00		0.00		0.00		
3100102	Domestic Recycling Collection Charges	23,380.00		23,380.00		23,380.00		23,380.00		Refuse and recycling collection service income was raised with rates in September.
SUB-TOTAL OPERATING		50,940.00	64,101.00	50,940.00	64,101.00	50,940.00	53,370.00	50,935.00	43,236.26	
TOTAL - SANITATION - HOUSEHOLD REFUSE		50,940.00	64,101.00	50,940.00	64,101.00	50,940.00	53,370.00	50,935.00	43,236.26	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
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SANITATION - OTHER	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2100200 Commercial Refuse Collection									
W020 Commercial Refuse Collection		8,000.00		8,000.00		6,660.00		6,070.34	
2100201 Refuse Collection - Street Bins									
W021 Refuse Collection - Street Bins		5,200.00		16,600.00		13,810.00		11,251.28	Additional expenses are being incurred, they are mostly internal costs. A budget amendment has been made.
2100202 Trade/Industrial Recycling Collection									
W022 Trade/Industrial Recycling Collection		9,000.00		9,000.00		7,500.00		4,347.61	
2100203 Recycling Refuse Collection									
W023 Recycling Refuse Collection		1,400.00		1,400.00		1,160.00		1,378.65	
2100205 Purchase of Street Bins		0.00		0.00		0.00		0.00	
2100206 Purchase of Bins (Sulo and Other)		0.00		200.00		200.00		92.80	Bins and parts. A budget amendment has been made.
2100292 Depreciation - Sanitation Other		0.00		0.00		0.00		0.00	
2100299 Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE									
3100200 Commercial Collection Charge	11,550.00		11,550.00		11,550.00		11,550.00		Refuse and recycling collection service income was raised with rates in September.
3100201 Commercial Collection Charge (Additional)	0.00		0.00		0.00		0.00		
3100202 Non-Rateable Collection Charge	0.00		0.00		0.00		0.00		
3100203 Non Rateable Collection Charge (Additional)	0.00		0.00		0.00		0.00		
3100204 Commercial Recycling Collection Charges	9,800.00		9,800.00		9,800.00		9,800.00		Refuse and recycling collection service income was raised with rates in September.
3100205 Sale of Sulo Bins	0.00		0.00		0.00		0.00		
3100206 Disposal of Asbestos and Other Misc Fill at F	500.00		500.00		410.00		0.00		
SUB-TOTAL OPERATING	21,850.00	28,334.00	21,850.00	39,934.00	21,760.00	33,270.00	21,350.00	26,523.83	
TOTAL - SANITATION - OTHER	21,850.00	28,334.00	21,850.00	39,934.00	21,760.00	33,270.00	21,350.00	26,523.83	

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URBAN STORMWATER DRAINAGE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2100601 Stormwater Drainage Maintenance									Expenses are usually incurred in the latter half of the year. Less expenses are expected. A budget amendment was made.
W030 Stormwater Drainage Maintenance		5,000.00		3,000.00		2,480.00		4,230.99	
2100692 Depreciation - Stormwater Drainage		0.00		0.00		0.00		0.00	
2100699 Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
<u>OPERATING REVENUE</u>									
SUB-TOTAL OPERATING	0.00	9,734.00	0.00	7,734.00	0.00	6,420.00	0.00	7,614.14	
TOTAL - URBAN STORMWATER DRAINAGE	0.00	9,734.00	0.00	7,734.00	0.00	6,420.00	0.00	7,614.14	

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PROTECTION OF THE ENVIRONMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100705	Project Contract & Other Expenses - Protect of Environ		7,500.00		7,500.00		6,240.00		6,225.63	Contract Part Time Officer
2100707	Barbalin Translocation Project									
	BARB Barbalin Translocation Project		0.00		300.00		230.00		723.57	
2100713	Grant Funded Operational Expenses (Inc in Acct 3100703)-Pr		14,336.00		39,336.00		32,780.00		13,354.91	▼ Funds allocated for fencing and revegetation from the 17-18 grant. From Reserve via acct 5100703. \$24.6K - additional Landcare Funding has been recieved and expenditure of the grant is expected this year. A budget amendment has been made. Income is in Account 3100703.
2100799	Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE										
3100703	Grants NRM and Other (Exp in Acct 2100713)	0.00		25,000.00		25,000.00		24,624.00		▲ An additional Land Care Grant was received in March A budget amendment has been made. Expenditure is in Account 2100713.
SUB-TOTAL OPERATING		0.00	26,570.00	25,000.00	51,870.00	25,000.00	43,190.00	24,624.00	23,687.26	
CAPITAL REVENUE										
5100703	Transfers From Unspent Grant Reserve - Ca	14,336.00		14,336.00		14,336.00		0.00		▲ The transfer from the Unspent Grants Reserve funds for fencing and revegetation (Inc 131007030, Exp 121007130) which was received in late May 2018 has not taken place yet. Funds will be transferred when expenditure equals or exceeds funds held in reserve or when expenditure is completed, a timing variation.
SUB-TOTAL CAPITAL		14,336.00	0.00	14,336.00	0.00	14,336.00	0.00	0.00	0.00	
TOTAL - PROTECTION OF THE ENVIRONMENT		14,336.00	26,570.00	39,336.00	51,870.00	39,336.00	43,190.00	24,624.00	23,687.26	

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SCHEDULE 10 - COMMUNITY AMENITIES
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TOWN PLANNING & REG. DEVELOP.	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
<u>OPERATING EXPENDITURE</u>									
2100800 Town Planning Expenses - Op Exp - Twn Planning		3,500.00		7,000.00		5,830.00		5,665.00	Additional expenses expected. A budget amendment has been made.
2100899 Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
<u>OPERATING REVENUE</u>									
3100800 Planning Application Fees	500.00		500.00		410.00		179.40		
SUB-TOTAL OPERATING	500.00	5,867.00	500.00	9,367.00	410.00	7,800.00	179.40	7,356.57	
TOTAL - TOWN PLANNING & REG. DEVELOP.	500.00	5,867.00	500.00	9,367.00	410.00	7,800.00	179.40	7,356.57	

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SCHEDULE 10 - COMMUNITY AMENITIES
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COMMUNITY DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2100900	Community Development Staff Salaries & Related Exp - Op Exp - Comm Dev		45,700.00		45,700.00		38,080.00		39,207.88	
2100910	Community Development/Events		450.00		450.00		370.00		1,063.52	
2100911	Community Groups Funding Programme (Donations)		2,000.00		2,000.00		1,660.00		0.00	
2100999	Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
SUB-TOTAL OPERATING		0.00	50,517.00	0.00	50,517.00	0.00	42,080.00	0.00	41,962.97	
TOTAL - COMMUNITY DEVELOPMENT		0.00	50,517.00	0.00	50,517.00	0.00	42,080.00	0.00	41,962.97	

SHIRE OF MUKINBUDIN
SCHEDULE 10 - COMMUNITY AMENITIES
Financial Statement for Period Ended
30 April 2019

OTHER COMMUNITY AMENITIES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2101000 Cemetery Maintenance/Operations									Additional Expenditure being incurred, mostly internal costs related to burials. A budget amendment has been made.
W040 Cemetery Maintenance/Operations		8,500.00		15,400.00		12,800.00		11,545.91	
2101002 Public Conveniences Operations									
BO150 Railway Station Toilet - Operations		13,000.00		13,000.00		10,858.00		10,323.45	
BO151 Town Park Toilet - Operations		3,000.00		3,000.00		2,488.00		2,465.53	
BO152 Beringbooding Rock Toilet		241.00		241.00		204.00		45.20	
BO153 Weira Reserve Toilet Operational Expenses		554.00		554.00		460.00		205.38	
BO154 Do Not Use See W081- (Was Wattoning Historical Site)		0.00		0.00		0.00		0.00	
2101003 Public Conveniences Maintenance									
BM150 Railway Station Toilet - Maintenance		3,000.00		3,000.00		2,480.00		1,303.14	
BM151 Town Park Toilet - Maintenance		650.00		650.00		520.00		464.18	
BM152 Beringbooding Rock Toilet		150.00		150.00		120.00		126.89	
BM153 Weira Reserve Toilet Maint Exp		550.00		550.00		440.00		0.00	
BM154 Do Not Use See W081 - (Was Wattoning Historical Site)		0.00		0.00		0.00		0.00	
2101004 Other Community Amenity Maintenance		0.00		0.00		0.00		0.00	
2101015 Dry Season Funding Expenditure		0.00		0.00		0.00		0.00	
2101017 Grant Funding Expenditure		0.00		0.00		0.00		0.00	
2101091 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2101092 Depreciation - Other Community Amenities		2,300.00		2,300.00		1,910.00		1,381.55	
2101099 Administration Allocated		18,936.00		18,936.00		15,780.00		13,532.53	
OPERATING REVENUE									
3101000 Cemetery Charges (Inc GST)	3,000.00		3,000.00		2,500.00		2,575.05		
3101001 Cemetery Charges (Exc GST)	0.00		0.00		0.00		0.00		
3101002 Industrial Units Rental	0.00		0.00		0.00		0.00		
3101003 Contributions & Donations - Other Community	0.00		0.00		0.00		0.00		
3101004 Reimbursements - Other Community	0.00		0.00		0.00		0.00		
3101005 Grants - Other Community	0.00		0.00		0.00		0.00		
3101006 Dry Season Funding Grant	0.00		0.00		0.00		0.00		
3101007 Grain Proceeds - Farming	0.00		0.00		0.00		0.00		
3101090 Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	3,000.00	50,881.00	3,000.00	57,781.00	2,500.00	48,060.00	2,575.05	41,393.76	
CAPITAL EXPENDITURE									
4101050 Building (Capital) - Other Community Amenities									No works this year. A budget amendment has been made.
BC150 Railway Station Toilet - Capital		0.00		0.00		0.00		0.00	
BC151 Town Park Toilet - Capital		0.00		0.00		0.00		0.00	
4101060 Infrastructure Other (Capital) - Other Community Amenities									
IO040 Cemetery Capital		3,000.00		0.00		0.00		0.00	
CAPITAL REVENUE									
5101050 Proceeds on Disposal of Assets - Cap Inc - C	0.00		0.00		0.00		0.00		
5101052 Transfers From Building Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - OTHER COMMUNITY AMENITIES	3,000.00	53,881.00	3,000.00	57,781.00	2,500.00	48,060.00	2,575.05	41,393.76	

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 29TH MAY 2019

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Public Halls and Civic Centres		87,577.00		82,777.00		70,487.00		67,584.99	The most significant components are less expenditure for the supply and installation of a 1800mm high Colorbond fence at Sandalwood Arts Hall, no expenditure has yet been incurred, and lower than expected expenditure on maintenance of the Memorial Hall.
Swimming Areas & Beaches		270,663.00		291,085.00		251,160.00		219,079.30 ▼	In swimming Areas and Beached the most significant components of the reduced expenditure is a \$6.6K reduction on Swimming Pool Maintenance and a \$21.7K reduction in depreciation due to the depreciation review at the end of 17-18
Other Recreation & Sport		421,950.00		481,050.00		404,697.00		358,455.96 ▼	In Other Recreation and Sport the most significant components of the reduced expenditure is a \$31.7K reduction in depreciation due to the Parks and Gardens and Other Infrastructure revaluation and a \$5.6K reduction in Administration cost allocations
Television and Radio Rebroadcasting		6,480.00		6,480.00		5,736.00		5,048.82	
Libraries		17,626.00		17,626.00		15,016.00		12,800.38	
Heritage		3,367.00		5,867.00		4,435.00		2,565.89	
Other Culture		20,234.00		11,404.00		9,555.00		10,064.21	
OPERATING REVENUE									
Public Halls and Civic Centres	5,363.00		2,350.00		1,924.00		1,443.58		
Swimming Areas & Beaches	19,700.00		19,700.00		18,740.00		19,123.61		
Other Recreation & Sport	15,914.00		21,854.00		20,012.00		22,003.55		
Libraries	225.00		225.00		180.00		284.71		
SUB-TOTAL OPERATING	41,202.00	827,897.00	44,129.00	896,289.00	40,856.00	761,086.00	42,855.45	675,599.55	
CAPITAL EXPENDITURE									
Public Halls and Civic Centres		0.00		9,000.00		6,855.00		2,499.21	
Swimming Areas & Beaches		26,490.00		32,490.00		30,650.00		35,237.13	Costs for the sea container were considered operational and the cost for the boundary fence was less than estimated.
Other Recreation & Sport		15,761.00		15,761.00		15,760.00		27,060.17 ▲	Unexpected \$11.3K expenditure on a replacement cricket pitch cover.
SUB-TOTAL CAPITAL	0.00	42,251.00	0.00	57,251.00	0.00	53,265.00	0.00	64,796.51	
TOTAL - PROGRAMME SUMMARY	41,202.00	870,148.00	44,129.00	953,540.00	40,856.00	814,351.00	42,855.45	740,396.06	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

PUBLIC HALLS AND CIVIC CENTRES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110100	Town Halls and Public Bldg Operations									
BO200	Memorial/Community Centre Hall Building Operations		13,750.00		13,750.00		12,636.00		11,738.32	
BO201	Sandalwood Arts Hall Building Operations		2,100.00		2,100.00		1,930.00		1,796.40	
BO202	Bonnie Rock Hall Building Operations		1,200.00		1,200.00		1,130.00		2,246.74	
BO204	Railway Station Building Operations		1,000.00		1,000.00		940.00		1,152.47	
BO205	Mukinbudin Community (Men's) Shed Building Operations		1,200.00		1,200.00		1,053.00		1,102.46	
BO206	Anglican Church Building Operations - Op Exp		400.00		400.00		388.00		379.04	
	<u>Subtotal Building Operations</u>		<u>19,650.00</u>		<u>19,650.00</u>		<u>18,077.00</u>		<u>18,415.43</u>	
2110101	Town Halls and Public Buildings Building Maintenance - Op Exp									
BM200	Memorial/Community Centre Hall Building Maintenance		10,000.00		1,000.00		810.00		867.08	Less expenditure expected. A budget amendment has been made.
BM201	Sandalwood Arts Hall Building Maintenance		3,000.00		2,000.00		1,640.00		59.04	Less expenditure expected. A budget amendment has been made.
BM202	Bonnie Rock Hall Building Maintenance		900.00		3,400.00		2,810.00		4,776.86	Additional maintenance and electrical repairs. A budget amendment has been made, a further amendment may be required.
BM204	Railway Station Building Maintenance		1,000.00		1,000.00		810.00		0.00	
BM205	Mukinbudin Community (Men's) Shed Building Maintenance		1,000.00		1,000.00		820.00		378.09	
	<u>Subtotal Building Maintenance</u>		<u>15,900.00</u>		<u>8,400.00</u>		<u>6,890.00</u>		<u>6,081.07</u>	
2110102	Town Halls Grounds Maintenance - Op Exp - Public Halls									
GM200	Memorial Hall/ Community Centre Grounds Maintenance		2,000.00		7,400.00		6,150.00		5,535.43	Additional Works Crew and related expenses. A budget amendment has been made.
GM201	Sandalwood Arts Hall Grounds Maintenance		9,000.00		4,800.00		3,980.00		4,509.12	Less expenditure is expected for the supply and installation of a 1800mm high Colorbond fence. A budget amendment has been made.
GM202	Bonnie Rock Town Hall Grounds Maintenance		1,000.00		2,500.00		2,060.00		1,988.10	Shade sail repairs and associated costs. A budget amendment has been made.
GM205	Mukinbudin Community Men's Shed Grounds Maintenance		300.00		300.00		230.00		71.18	
	<u>Subtotal Building Maintenance</u>		<u>12,300.00</u>		<u>15,000.00</u>		<u>12,420.00</u>		<u>12,103.83</u>	
2110192	Depreciation - Public Halls and Civic Centres		20,791.00		20,791.00		17,320.00		17,452.13	
2110199	Administration Allocated		18,936.00		18,936.00		15,780.00		13,532.53	
OPERATING REVENUE										
3110100	Town Hall Hire Income	350.00		350.00		290.00		631.84		
3110103	Sandalwood Arts Hall Income	5,013.00		2,000.00		1,634.00		811.74		The reimbursement for the shared cost of the fence is expected to be less. A budget amendment has been made.
SUB-TOTAL OPERATING		5,363.00	87,577.00	2,350.00	82,777.00	1,924.00	70,487.00	1,443.58	67,584.99	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

PUBLIC HALLS AND CIVIC CENTRES
(Continued)

CAPITAL EXPENDITURE

4110150 Building (Capital) - Public Halls & Civic Centres

BC204 Railway Station Building Capital

BC205 Mukinbudin Community (Men's) Shed Building Capital

SUB-TOTAL CAPITAL

TOTAL - PUBLIC HALLS AND CIVIC CENTRES

Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
	0.00		6,500.00		4,355.00		0.00	A budget amendment has been made to upgrade of the Railway Station electrical and plumbing services. \$2,500 unexpected expenditure to facilitate the new Mens' Shed building. Budget amendments will be required for this expense and to recognise the value of the new building. The proposed amendment does not include the building. If this does occur it this financial year it will be revenue neutral.
	0.00		2,500.00		2,500.00		2,499.21	
0.00	0.00	0.00	9,000.00	0.00	6,855.00	0.00	2,499.21	
5,363.00	87,577.00	2,350.00	91,777.00	1,924.00	77,342.00	1,443.58	70,084.20	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

SWIMMING AREAS & BEACHES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2110200	Swimming Pool - Salaries	61,726.00		61,726.00		51,430.00		49,833.66		
2110201	Swimming Pool - Superannuation	5,800.00		5,800.00		4,830.00		4,492.51		
2110202	Swimming Pool - Training & Conferences	2,650.00		2,650.00		2,649.00		824.55		
2110203	Swimming Pool - Other Employee Costs	3,698.00		3,698.00		3,318.00		3,476.13		
2110204	Swimming Pool Bldg Operations									
BO250	Swimming Pool Building Operations	38,000.00		38,000.00		36,402.00		36,087.91		
2110205	Swimming Pool Bldg/Grounds Maintenance									
BM250	Swimming Pool Building & Facility Maintenance	8,500.00		27,800.00		26,532.00		19,972.64	A budget amendment was made to install two additional handrails at the Aquatic Centre. A further amendment is required to provide for additional maintenance and minor improvements, a swimming pool standby mode system and the supply and installation of the sea container . A budget amendment has been made.	
GM250	Swimming Pool Grounds Maintenance	9,000.00		9,000.00		7,480.00		9,630.39		
2110206	Swimming Pool Expensed Minor Asset Purchases	0.00		0.00		0.00		1,333.19		
2110207	Swimming Pool Other Expenses	9,000.00		16,000.00		13,320.00		13,589.45	Increased expenditure expected, mostly pool chemicals. A budget amendment has been made.	
2110213	3A Cruickshank Road - Swimming Pool Emp Housing & Grounds Maintenance									
BM253	Employee Housing Maintenance Exps - Swimming Pool	500.00		2,000.00		1,564.00		1,094.48	A budget amendment has been made to recognise additional building maintenance expenses instead of rental operational expenses.	
GM253	3A Cruickshank Road - Grounds Maintenance	0.00		500.00		385.00		0.00	A budget amendment has been made to recognise additional grounds maintenance expenses instead of rental operational expenses.	
BO253	Employee Housing Operating Exps - Swimming Pool	10,500.00		2,622.00		2,180.00		2,713.87	A budget amendment has been made to recognise reduced operational expenses as the employee accommodation is now a shire owned house.	
2110292	Depreciation - Mukinbudin Swimming Pool	92,885.00		92,885.00		77,400.00		55,731.71	▼ Lower than expected depreciation due to the review of depreciation rates at the end of 17-18.	
2110299	Administration Allocated - Op Exp - Swimming Pool	28,404.00		28,404.00		23,670.00		20,298.81		
OPERATING REVENUE										
3110201	Swimming Pool Admissions	14,000.00		14,000.00		14,000.00		14,792.71		
3110203	Swimming Pool Equipment Hire, Reimb & Contributions - Op Inc - Swim Pool	0.00		0.00		0.00		130.90		
3110223	Employee Housing Income- Rent & Reimb - Op I	5,700.00		5,700.00		4,740.00		4,200.00		
SUB-TOTAL OPERATING		19,700.00	270,663.00	19,700.00	291,085.00	18,740.00	251,160.00	19,123.61	219,079.30	
CAPITAL EXPENDITURE										
4110260	Infrastructure Other (Capital) - Swimming Pool									
IO250	Swimming Pool Infrastructure Capital		5,000.00		11,000.00		9,160.00		13,846.50	A budget amendment was made, \$16K to replace the whole Southern Fence at the Aquatic Centre rather than just posts; \$5K To install a Sea Container at the Aquatic Centre for increased storage. However the fencing and the sea container cost less than expected. Due to the lower cost the sea container expenses are considered operational and appear in Job BM250.
4110175	Transfer to Swimming Pool Reserve - Cap Exp - Swim Pool		21,490.00		21,490.00		21,490.00		21,390.63	
SUB-TOTAL CAPITAL		0.00	26,490.00	0.00	32,490.00	0.00	30,650.00	0.00	35,237.13	
TOTAL - SWIMMING AREAS & BEACHES		19,700.00	297,153.00	19,700.00	323,575.00	18,740.00	281,810.00	19,123.61	254,316.43	

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 29TH MAY 2019

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

OTHER RECREATION & SPORT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2110300	Sporting Complex Bldg Ops									
	BO260 Mukinbudin Sports Complex Building Operations		59,000.00		59,000.00		51,435.00		47,057.18	
2110301	Sporting Complex Building & Grounds Mtce									
	BM260 Mukinbudin Sports Complex Building Maintenance		29,100.00		29,100.00		24,240.00		17,009.72	
	GM260 Mukinbudin Sports Complex Grounds Maintenance		20,400.00		32,000.00		26,640.00		27,806.99	Greater than expected expenditure including materials \$1.4K and labour \$9.3K. A budget amendment has been made.
2110302	Parks & Gardens Maintenance/Operations									
	W045 Parks & Gardens Maintenance/Operations		60,000.00		93,000.00		77,480.00		71,982.56	Higher plant \$13K, Materials \$12K, Labour \$7.3K costs than expected. IE corrections are also required. A budget amendment has been made.
2110304	Town Oval Maintenance/Operations									
	W050 Mukinbudin Town Oval Maintenance/Operations		47,198.00		47,198.00		39,310.00		53,111.57	▲ Additional expenditure on fertilizer and weed and pest control. A budget amendment is recommended.
2110306	Drive In Theatre Building Operations									
	BO265 Drive In Theatre Building Operations		1,000.00		1,000.00		822.00		1,667.45	
2110307	Drive In Theatre Building & Grounds Maintenance									
	BM265 Drive In Theatre Building Maintenance		600.00		600.00		480.00		970.34	
	GM265 Drive In Theatre Grounds Maintenance		500.00		500.00		400.00		356.41	
2110308	Mukinbudin Dam Catchment Expenses									
	W052 Mukinbudin Dam Catchment Expenses		12,500.00		12,500.00		10,402.00		9,146.40	
2110309	Other Recreation Facilities Operations									
	BO270 Old District Club (Youth Centre) Building Operations		152.00		152.00		152.00		151.70	
	BO271 Mukinbudin Gym Building Operations		4,950.00		4,950.00		4,238.00		4,332.41	
	BO272 Wilgoyne Tennis Club Building Operations		500.00		500.00		444.00		684.74	
	Pistol Club Operational Expenses - Other Rec									
	BO273 Facilities		239.00		239.00		224.00		174.72	
	BO274 Bonnie Rock Horse and Pony Club		700.00		700.00		646.00		1,498.15	
	BO275 Mukinbudin Polo Cross		114.00		114.00		114.00		113.56	
	BO276 Karlonning Hall		655.00		655.00		654.00		655.14	
	BO277 Heritage Grain Silo		66.00		66.00		62.00		52.42	
	BO278 Wheatbelt Way Tractor Display Shed		108.00		108.00		108.00		107.82	
	BO279 Lions Park Building Operations		200.00		200.00		194.00		173.50	
	<u>Subtotal Operations</u>		<u>7,684.00</u>		<u>7,684.00</u>		<u>6,836.00</u>		<u>7,944.16</u>	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

OTHER RECREATION & SPORT (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2110310	Other Recreation Facilities Building Maintenance									
BM270	Old District Club (Youth Centre) Building Maintenance		600.00	600.00	600.00	470.00	108.48			
BM271	Mukinbudin Gym Building Maintenance		2,100.00	2,100.00	2,100.00	1,789.00	914.91			
BM272	Wilgoyne Tennis Club Building Maintenance		0.00	0.00	0.00	0.00	77.89			
BM275	Mukinbudin Polocross Building Maintenance Exp - Op Exp		0.00	0.00	0.00	0.00	175.28			
BM279	Lions Park Building Maintenance		2,500.00	2,500.00	2,500.00	2,070.00	985.78			
BM281	Goodchilds Gate Building Maintenance		500.00	500.00	500.00	390.00	0.00			
	Subtotal Building Maintenance		5,700.00	5,700.00	5,700.00	4,719.00	2,262.34			
2110311	Other Recreation Facilities Grounds Maintenance									
GM270	Old District Club Grounds Maintenance		700.00	700.00	700.00	560.00	543.83			
GM271	Mukinbudin Gym Grounds Maintenance		1,600.00	1,600.00	1,600.00	1,344.00	1,903.71			
GM274	Bonnie Rock Pony Club Grounds Maintenance		600.00	600.00	600.00	480.00	0.00			
GM275	Mukinbudin Polocross Grounds Maintenance		0.00	0.00	0.00	0.00	109.57			
GM279	Lions Park Grounds Maintenance		4,000.00	14,000.00	14,000.00	11,650.00	12,692.89			Additional expenses to weed out clover. A budget amendment has been made. Additional labour expenses are being incurred.
GM281	Goodchilds Gate Grounds Maintenance		620.00	620.00	620.00	490.00	304.62			
W051	Hockey Field Maintenance/Operations		8,000.00	8,000.00	8,000.00	6,650.00	2,860.94			
W055	Bowling Club Green Maintenance/Operations		250.00	250.00	250.00	180.00	67.50			
W056	Walk Trail Maintenance/Operations		1,000.00	2,000.00	2,000.00	1,650.00	2,789.34			Additional Works Crew expenses. A budget amendment has been made.
	Subtotal Grounds Maintenance		16,770.00	27,770.00	27,770.00	23,004.00	21,272.40			
2110315	Events Kit General Expenses		2,000.00	2,000.00	2,000.00	1,660.00	1,833.64			
2110316	Reimbursements, Minor Assets & Other Exp - Op Exp - Other Rec &		0.00	3,500.00	3,500.00	3,500.00	0.00			A contribution towards power connection and new benches and tables for the new hockey shed. A budget amendment has been made.
2110319	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec									
MARQU	Marquee & Trailer Expenses, Inc Hire Exps (Inc in 3110309) - Oth Rec		1,000.00	1,000.00	1,000.00	810.00	80.58			
2110329	Gym Equipment Maintenance		800.00	800.00	800.00	800.00	921.82			
2110337	Central Wheatbelt Football League		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00			
2110342	Interest on Loan 108 - Bowling Club		3,053.00	3,053.00	3,053.00	2,879.00	3,098.68			
2110392	Depreciation - Other Recreation		104,805.00	104,805.00	104,805.00	87,330.00	55,602.39			Reduced as the result of Parks and Gardens and Other Infrastructure revaluation.
2110399	Administration Allocated		47,340.00	47,340.00	47,340.00	39,450.00	33,831.33			
OPERATING REVENUE										
3110300	Recreation/Sporting Complex Hire Fees	1,300.00		1,300.00		1,080.00	759.11			
3110301	Sport Leases and Rentals	0.00		1,000.00		830.00	840.00			Horse Agistment income, additional income expected. A budget amendment has been made.
3110302	Contributions & Donations Rec'd (No GST) - Op Inc -	0.00		0.00		0.00	4,000.00			
3110303	Reimbursement and Other Income Rec'd (Inc GST) -	0.00		4,340.00		4,340.00	4,333.05			Refund of capital project funds and other expenses. A budget amendment has been made.
3110305	Annual Sporting Club Levy	6,614.00		6,614.00		6,612.00	6,581.82			
3110308	Community Activities Income	0.00		600.00		500.00	654.54			Tai Chi Income. A budget amendment has been made.
3110309	Marquee & Trailer Hire Income (Exp in MARQU) - Oth Rec	2,500.00		2,500.00		2,080.00	0.00			
3110315	Events Kit Hire Income	2,000.00		2,000.00		1,660.00	799.55			
3110331	Gymnasium Membership Fees	3,500.00		3,500.00		2,910.00	4,035.48			
SUB-TOTAL OPERATING		15,914.00	421,950.00	21,854.00	481,050.00	20,012.00	404,697.00	22,003.55	358,455.96	

AGENDA: ORDINARY MEETING OF COUNCIL TO BE HELD 29TH MAY 2019

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

OTHER RECREATION & SPORT (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4110360 Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp									Unexpected expenditure on a replacement cricket pitch cover. A budget amendment is recommended.
IP275 Infrastructure Parks & Ovals - Other Rec & Sport - Cap Exp		0.00		0.00		0.00		11,300.00	
4110370 Principal on Loan 108 - Bowling Club		15,761.00		15,761.00		15,760.00		15,760.17	
SUB-TOTAL CAPITAL	0.00	15,761.00	0.00	15,761.00	0.00	15,760.00	0.00	27,060.17	
TOTAL - OTHER RECREATION & SPORT	15,914.00	437,711.00	21,854.00	496,811.00	20,012.00	420,457.00	22,003.55	385,516.13	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
TELEVISION & RADIO REBROADCASTING									
OPERATING EXPENDITURE									
2110400		1,114.00		1,114.00		936.00		1,025.91	
2110401		2,000.00		2,000.00		2,000.00		1,500.00	
2110402		0.00		0.00		0.00		0.00	
2110491		0.00		0.00		0.00		0.00	
2110492		999.00		999.00		830.00		831.34	
2110499		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE									
3110400	0.00		0.00		0.00		0.00		
3110401	0.00		0.00		0.00		0.00		
3110402	0.00		0.00		0.00		0.00		
3110490	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	0.00	6,480.00	0.00	6,480.00	0.00	5,736.00	0.00	5,048.82	
CAPITAL EXPENDITURE									
4110450		0.00		0.00		0.00		0.00	New FM Radio Transmitter Deferred 19/20 \$6.2K
CAPITAL REVENUE									
5110450	0.00		0.00		0.00		0.00		
5110452	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - TELEVISION & RADIO REBROADCASTING	0.00	6,480.00	0.00	6,480.00	0.00	5,736.00	0.00	5,048.82	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

LIBRARIES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110505		0.00		0.00		0.00		0.00	
2110506		500.00		500.00		410.00		627.59	
2110510		2,924.00		2,924.00		2,776.00		2,023.38	
2110592		0.00		0.00		0.00		0.00	
2110599		14,202.00		14,202.00		11,830.00		10,149.41	
OPERATING REVENUE									
3110500	0.00		0.00		0.00		0.00		
3110501	225.00		225.00		180.00		284.71		
SUB-TOTAL OPERATING	225.00	17,626.00	225.00	17,626.00	180.00	15,016.00	284.71	12,800.38	
TOTAL - LIBRARIES	225.00	17,626.00	225.00	17,626.00	180.00	15,016.00	284.71	12,800.38	

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

HERITAGE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
2110600 Museum Building Operations										
BO300 Museum Building Operations		0.00		0.00		0.00		0.00		
2110601 Museum Building Maintenance										
BM300 Museum Building Maintenance		0.00		0.00		0.00		0.00		
2110602 Museum General Operating Expenditure		0.00		0.00		0.00		0.00		
2110603 Historical Preservation & Information Related Expenses - Op		0.00		2,500.00		1,675.00		0.00	A budget amendment has been made to provide for the installation of Historical Signs.	
2110604 Pope Hills Grant Operating Expenditure										
BM255 Popes Hill Anzac Memorial Maintenance		300.00		300.00		230.00		74.30		
GM255 Popes Hill Anzac Memorial Grounds Maintenance		700.00		700.00		560.00		800.02		
2110692 Depreciation - Heritage		0.00		0.00		0.00		0.00		
2110699 Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57		
OPERATING REVENUE										
3110600 Sale of History Books	0.00		0.00		0.00		0.00			
3110601 Museum Entry Income	0.00		0.00		0.00		0.00			
3110602 Contributions & Donations - Heritage	0.00		0.00		0.00		0.00			
3110603 Reimbursements - Heritage	0.00		0.00		0.00		0.00			
3110604 Grant Income - Heritage	0.00		0.00		0.00		0.00			
SUB-TOTAL OPERATING	0.00	3,367.00	0.00	5,867.00	0.00	4,435.00	0.00	2,565.89		
CAPITAL EXPENDITURE										
4110650 Building (Capital) - Heritage										
BC300 Museum Building Capital		0.00		0.00		0.00		0.00		
4110660 Infrastructure Other (Capital) - Heritage										
IO255 Popes Hill Anzac Memorial Capital		0.00		0.00		0.00		0.00		
IO257 In Town Heritage Other Infrastructure - Cap Exp - Heritage		0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL - HERITAGE	0.00	3,367.00	0.00	5,867.00	0.00	4,435.00	0.00	2,565.89		

SHIRE OF MUKINBUDIN
SCHEDULE 11 - RECREATION & CULTURE
Financial Statement for Period Ended
30 April 2019

OTHER CULTURE	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2110711 Spring Festival - Coordinator Expense		0.00		0.00		0.00		0.00	
2110712 Spring Festival - Shire Outside Workers									
W054 Spring Festival General Expenses - Op Exp		5,000.00		6,670.00		5,615.00		6,681.06	Community bus expenses. A budget amendment has been made. A further budget amendment may be required. No longer required. A budget amendment is recommended. No longer required as this was sponsored by the Spring Festival. A budget amendment has been made.
2110713 Spring Festival - Shire Underwriting		10,000.00		0.00		0.00		0.00	
2110716 Spring Festival - Shire Prize Money		500.00		0.00		0.00		0.00	
2110799 Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE									
3110700 Contributions and Donations - Op Inc - Other	0.00		0.00		0.00		0.00		
3110701 Reimbursements & Fees - Op Inc - Other Cul	0.00		0.00		0.00		0.00		
3110702 Grants - Other Culture	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	0.00	20,234.00	0.00	11,404.00	0.00	9,555.00	0.00	10,064.21	
TOTAL - OTHER CULTURE	0.00	20,234.00	0.00	11,404.00	0.00	9,555.00	0.00	10,064.21	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2019

PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$		
OPERATING EXPENDITURE										
Roads, Streets, Bridges and Depots		1,839,589.00		1,791,589.00		1,496,005.00		1,376,454.66	There is a \$67K reduction in expected depreciation expenditure as the result of the road revaluation. There are also reductions on Rural Road Maintenance of \$27.5K, Townsite Road Maintenance of \$6.9K and several other smaller reductions in expenditure in several areas.	
Road Plant Purchases		0.00		0.00		0.00		0.00		
Aerodromes		19,485.00		19,485.00		16,200.00		17,177.74		
Transport Licensing		27,430.00		27,430.00		22,850.00		18,231.70		
OPERATING REVENUE										
Roads, Streets, Bridges and Depots	835,417.00		835,417.00		601,334.00		791,941.55	▼	All Roads to Recovery funding has been received. The first and second instalments of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected.	
Road Plant Purchases	23,000.00		23,000.00		23,000.00		19,735.17		Profit on the sale of P344 was less than expected.	
Aerodromes	0.00		0.00		0.00		0.00			
Transport Licensing	20,100.00		20,100.00		16,750.00		12,761.75			
SUB-TOTAL OPERATING	878,517.00	1,886,504.00	878,517.00	1,838,504.00	641,084.00	1,535,055.00	824,438.47	1,411,864.10		
CAPITAL EXPENDITURE										
Roads, Streets and Bridges		1,419,660.00		1,451,660.00		1,138,076.00		622,913.81	▼	Road sealing works have been completed but the invoice has not been received.
Road Plant Purchases		327,760.00		254,260.00		252,960.00		253,050.68		The new loader cost \$246,500, \$73,500 less than expected. A budget amendment has been made.
Aerodromes		0.00		0.00		0.00		0.00		
Transport Licensing		0.00		0.00		0.00		0.00		
CAPITAL REVENUE										
Roads, Streets, Bridges and Depots	181,180.00		181,180.00		181,176.00		181,180.00			
Road Plant Purchases	320,000.00		246,500.00		246,500.00		246,500.00			
Aerodromes	0.00		0.00		0.00		0.00			
Transport Licensing	0.00		0.00		0.00		0.00			
SUB-TOTAL CAPITAL	501,180.00	1,747,420.00	427,680.00	1,705,920.00	427,676.00	1,391,036.00	427,680.00	875,964.49		
TOTAL - PROGRAMME SUMMARY	1,379,697.00	3,633,924.00	1,306,197.00	3,544,424.00	1,068,760.00	2,926,091.00	1,252,118.47	2,287,828.59		

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2019

STREETS, ROADS & BRIDGES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
RM004 Wilgoyne Road (Rd Maintenance)		0.00		0.00		0.00		907.29	
RM005 Mukinbudin North-East Road (Rd Maintenance)		0.00		0.00		0.00		11,766.08	
RM006 Bonnie Rock-Lake Brown Road (Rd Maintenance)		0.00		0.00		0.00		12,062.26	
RM007 Nungarin North Road (Rd Maintenance)		0.00		0.00		0.00		1,484.06	
RM008 Beringbooding Road (Rd Maintenance)		0.00		0.00		0.00		2,375.93	
RM009 Moondon Road (Rd Maintenance)		0.00		0.00		0.00		16,843.58	
RM010 Quanta Cutting North Road (Rd Maintenance)		0.00		0.00		0.00		5,659.54	
RM011 Graham Road (Rd Maintenance)		0.00		0.00		0.00		4,238.39	
RM012 Carlton Road (Rd Maintenance)		0.00		0.00		0.00		4,880.60	
RM013 Lake Brown South Road (Rd Maintenance)		0.00		0.00		0.00		2,189.07	
RM014 Popes Hill South Road (Rd Maintenance)		0.00		0.00		0.00		1,943.92	
RM015 Clamp Road (Rd Maintenance)		0.00		0.00		0.00		1,520.78	
RM016 Copeland Road (Rd Maintenance)		0.00		0.00		0.00		4,775.95	
RM017 Whyte Road (Rd Maintenance)		0.00		0.00		0.00		3,151.38	
RM018 Walton Road (Rd Maintenance)		0.00		0.00		0.00		10,536.28	
RM019 Ogilvie Road (Rd Maintenance)		0.00		0.00		0.00		4,934.74	
RM020 Dandanning Road (Rd Maintenance)		0.00		0.00		0.00		3,660.63	
RM021 Cookinbin Road (Rd Maintenance)		0.00		0.00		0.00		2,189.06	
RM022 McGregor Road (Rd Maintenance)		0.00		0.00		0.00		15,993.13	
RM023 Jones East Road (Rd Maintenance)		0.00		0.00		0.00		3,050.03	
RM024 Albert Road (Rd Maintenance)		0.00		0.00		0.00		1,767.21	
RM025 Kalyanbudding West Road (Rd Maintenance)		0.00		0.00		0.00		2,743.86	
RM026 Barbalin North Road (Rd Maintenance)		0.00		0.00		0.00		4,349.08	
RM027 Barbalin South Road (Rd Maintenance)		0.00		0.00		0.00		6,830.37	
RM028 Fogarty Road (Rd Maintenance)		0.00		0.00		0.00		4,152.03	
RM029 Davis Road (Rd Maintenance)		0.00		0.00		0.00		1,042.29	
RM030 Forty Six Gate Road (Rd Maintenance)		0.00		0.00		0.00		3,328.27	
RM031 Harry Road (Rd Maintenance)		0.00		0.00		0.00		207.77	
RM032 Comerford Road (Rd Maintenance)		0.00		0.00		0.00		906.88	
RM033 Karomin Road (Rd Maintenance)		0.00		0.00		0.00		1,021.36	
RM034 Harold Road (Rd Maintenance)		0.00		0.00		0.00		507.31	
RM036 Squire Road (Rd Maintenance)		0.00		0.00		0.00		579.83	
RM037 Lake Road (Rd Maintenance)		0.00		0.00		0.00		715.88	
RM039 Wialki Soak Road (Rd Maintenance) Broomhall Road		0.00		0.00		0.00		690.14	
RM041 Brandis Road (Rd Maintenance)		0.00		0.00		0.00		294.50	
RM042 Toole Road (Rd Maintenance)		0.00		0.00		0.00		6,125.71	
RM043 Sprigg Road (Rd Maintenance)		0.00		0.00		0.00		4,195.30	
RM044 Bonnie Rock Tank Road (Rd Maintenance)		0.00		0.00		0.00		2,049.34	
RM045 Clune Road (Rd Maintenance)		0.00		0.00		0.00		2,495.21	
RM046 Dootaning Road (Rd Maintenance)		0.00		0.00		0.00		413.58	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2019

STREETS, ROADS & BRIDGES (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE (Continued)									
2120100 Rural Road Maintenance Op Exp (Continued)									
RM047 Cunderin Road (Rd Maintenance)		0.00		0.00		0.00		3,122.34	
RM048 Copeland North Road (Rd Maintenance)		0.00		0.00		0.00		449.55	
RM049 Manuel Road (Rd Maintenance)		0.00		0.00		0.00		752.44	
RM050 Morrison Road (Rd Maintenance)		0.00		0.00		0.00		4,678.81	
RM051 Sevier Road (Rd Maintenance)		0.00		0.00		0.00		528.20	
RM052 Scotsman Road (Rd Maintenance)		0.00		0.00		0.00		1,024.79	
RM053 Adams Road (Rd Maintenance)		0.00		0.00		0.00		2,110.26	
RM054 Spencers Road (Rd Maintenance)		0.00		0.00		0.00		601.44	
RM056 Doig Road (Rd Maintenance)		0.00		0.00		0.00		4,633.07	
RM072 Sheardown Road (Rd Maintenance)		0.00		0.00		0.00		1,200.99	
RM074 McInnes Road (Rd Maintenance)		0.00		0.00		0.00		75.85	
RM075 Wattoning West Road (Rd Maintenance)		0.00		0.00		0.00		2,791.76	
RM076 Jones Road (Rd Maintenance)		0.00		0.00		0.00		1,061.00	
RM077 Wymond Road (Rd Maintenance)		0.00		0.00		0.00		1,104.64	
RM078 Milne Road (Rd Maintenance)		0.00		0.00		0.00		3,676.07	
RM079 Miguel East Road (Rd Maintenance)		0.00		0.00		0.00		340.03	
RM080 Stockton Road (Rd Maintenance)		0.00		0.00		0.00		3,413.71	
RM082 Connell Road (Rd Maintenance)		0.00		0.00		0.00		1,173.62	
RM083 Mott Road (Rd Maintenance)		0.00		0.00		0.00		1,291.58	
RM084 Mt Jackson Road (Rd Maintenance)		0.00		0.00		0.00		921.86	
RM085 Angle Road (Rd Maintenance)		0.00		0.00		0.00		1,024.67	
RM086 Lavery Road (Rd Maintenance)		0.00		0.00		0.00		1,890.95	
RM088 Koonkoobing Road (Rd Maintenance)		0.00		0.00		0.00		292.07	
RM089 Andrews Road East (Rd Maintenance)		0.00		0.00		0.00		1,104.56	
RM092 Wundowlin Road (Rd Maintenance)		0.00		0.00		0.00		1,577.61	
RM093 Quanta Cutting-Weira Road (Rd Maintenance)		0.00		0.00		0.00		2,824.08	
RM095 Copeland South Road (Rd Maintenance)		0.00		0.00		0.00		1,349.81	
RM096 Forest Avenue (Rd Maintenance)		0.00		0.00		0.00		1,288.93	
RM097 Borlase Road (Rd Maintenance)		0.00		0.00		0.00		2,518.06	
RM106 Dead Horse Hill Road (Rd Maintenance)		0.00		0.00		0.00		99.50	
RM107 Koorda-Bullfinch Rd (M40) (Rd Maintenance)		0.00		0.00		0.00		5,640.60	
RM108 Kununoppin-Mukinbudin Road (Rd Maintenance)		0.00		0.00		0.00		2,099.06	
RM109 Mukinbudin-Bonnie Rock Road (Rd Maintenance)		0.00		0.00		0.00		6,056.03	
RM110 Mukinbudin-Wialki Road (Rd Maintenance)		0.00		0.00		0.00		4,658.24	
RM111 Driscoll Road (Rd Maintenance)		0.00		0.00		0.00		1,793.94	

SHIRE OF MUKINBUDIN
SCHEDULE 12 - TRANSPORT
Financial Statement for Period Ended
30 April 2019

STREETS, ROADS & BRIDGES (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)									
2120100 Rural Road Maintenance Op Exp (Continued)									
RM998 Road Maintenance - General Rural Exp (Non road specific costs only)		385,000.00		310,000.00		258,310.00		5,211.75	▼ The annual rural road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job. Little spending on contractors has been required to date. A budget amendment has been made.
TCM001 Traffic Counter Management		5,000.00		5,000.00		4,150.00		2,044.28	
Subtotal Rural Road Maintenance		<u>390,000.00</u>		<u>315,000.00</u>		<u>262,460.00</u>		<u>235,004.77</u>	▼ Little spending on contractors has been required to date. A budget amendment has been made.
OPERATING EXPENDITURE									
2120101 Townsite Road Maintenance Op Exp									
RM058 Calder Street (Rd Maintenance)		0.00		0.00		0.00		128.02	
RM061 Shadbolt St		0.00		0.00		0.00		905.70	
RM063 Ferguson Street (Rd Maintenance)		0.00		0.00		0.00		882.83	
RM065 Greenslade Street (Rd Maintenance)		0.00		0.00		0.00		322.79	
RM066 Lukin Street (Rd Maintenance)		0.00		0.00		0.00		533.98	
RM068 Strugnell Street (Rd Maintenance)		0.00		0.00		0.00		2,956.39	
RM069 Clamp Street (Rd Maintenance)		0.00		0.00		0.00		103.89	
RM070 Potter Street (Rd Maintenance)		0.00		0.00		0.00		662.74	
RM105 Earl Drive (Rd Maintenance)		0.00		0.00		0.00		545.36	
RM122 Bent Street (Rd Maintenance)		0.00		0.00		0.00		517.01	
RM999 Road Maintenance - General Townsite Exp (Non road specific costs only)		26,000.00		26,000.00		21,640.00		7,205.61	▼ The annual townsite road budget is allocated to this job but only actual expenses that can not be easily allocated to specific roads are allocated to this job.
Subtotal Townsite Road Maintenance		<u>26,000.00</u>		<u>26,000.00</u>		<u>21,640.00</u>		<u>14,764.32</u>	

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STREETS, ROADS, BRIDGES & DEPOT (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)									
2120103 Roads/Street Cleaning									
SWEEP Roads/Street Cleaning - Op Exp		15,000.00		15,000.00		12,480.00		7,727.91	
2120104 Street Trees & Watering									
TREES Street Trees & Watering - Op Exp		5,000.00		7,500.00		6,240.00		8,916.52	Additional watering required. A budget amendment is recommended.
2120105 Street Trees Pruning & Tree Lopping									
PRUNE Street Trees Pruning & Tree Lopping - Op Exp		15,000.00		15,000.00		14,205.00		13,236.93	
2120106 Traffic Signs/Equipment (Safety)									
SIGNS Traffic Signs/Equipment (Safety)		12,500.00		15,000.00		12,480.00		13,240.33	Additional guideposts for maintenance activities. A budget amendment is recommended.
2120107 Footpath Maintenance									
FPM01 Footpath Maintenance		10,000.00		2,000.00		1,640.00		780.77	There is no further planned maintenance. A budget amendment is recommended.
2120108 Street Lighting - Operating		19,370.00		19,370.00		16,140.00		14,016.71	
2120111 General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg									
VERGE General Verge Maintenance & Cleaning - Op Exp - Sts Rds & Bridg		50,000.00		80,000.00		66,650.00		63,929.21	Additional expenses being incurred. A budget amendment is recommended.
2120112 Townscape Maintenance - Op Exp - Sts Rds & Bridges									
TSCAPE Townscape Maintenance - Op Exp		1,000.00		1,000.00		810.00		0.00	
2120116 Purchase of Land for Roads - Op Exp		9,000.00		9,000.00		9,000.00		0.00	
2120192 Depreciation - Roads, Bridges & Depots		1,286,719.00		1,286,719.00		1,072,260.00		1,004,837.19	
OPERATING REVENUE									
3120100 Regional Road Group Grants (MRWA)	468,000.00		468,000.00		313,560.00		429,970.00		▼ The first and second instalments of the Regional Road Group Grant for the Mukinbudin-Wialki Rd (North Section 17/18) project was received earlier than expected.
3120101 Direct Road Grant (MRWA)	126,080.00		126,080.00		126,080.00		120,680.00		
3120102 Roads to Recovery Grant	241,337.00		241,337.00		161,694.00		241,337.00		▼ All Roads to Recovery funding has been received.
3120108 *Do Not Use - Sale of Scrap - Op Inc - Street, Roads an	0.00		0.00		0.00		(45.45)		Incorrect posting. To be Journaled.
SUB-TOTAL OPERATING	835,417.00	1,839,589.00	835,417.00	1,791,589.00	601,334.00	1,496,005.00	791,941.55	1,376,454.66	

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STREETS, ROADS, BRIDGES & DEPOT (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE										
4120155	Plant & Equipment (Capital) - Roads		0.00		0.00		0.00		0.00	
4120166	Roads Renewal Works - Capital Exp									
RR012	Carlton Road Renewal - Cap Exp		130,000.00		130,000.00		129,982.00		14,016.39	▼ Gravel sheet SLK 0.00 to SLK 7.28 (Moondon intersection). Funding- \$41,562 Unspent RTR Grant from reserve via account 5120151, \$63,337 from 18-19 RTR Grant, the remainder from Council funds. Expenditure has been slower than expected, a timing variation.
RR018	Walton Road Renewal - Cap Exp		73,000.00		80,000.00		79,991.00		83,987.91	Gravel sheet from SLK 4.11 to SLK 9.55 (Rabbit Proof Fence). Funding- Council and general Road Grants. Additional expenditure is required to complete works. A budget amendment has been made.
RR022	McGregor Road North Section Renewal - Cap Exp		87,000.00		112,000.00		111,988.00		111,840.26	Gravel sheet from SLK 2.56 to SLK 8.56 (6.00kms) Funding- \$60,000 Unspent RTR Grant from reserve via account 5120151, the remainder from Council funds. Additional expenditure was required to finish the works. A budget amendment was made.
RCC08	Calder Street Reseal - Renewal Cap Exp		0.00		0.00		0.00		0.00	
RR004	Wilgoyne Road Renewal - Cap Exp		0.00		0.00		0.00		572.73	Additional sealing works to spend RRG funds. Resealing works have been completed but the invoice has not been received. A budget amendment is required.
RR050	Morrison Rd Renewal - Cap Exp		85,000.00		85,000.00		84,986.00		85,183.85	Gravel sheet from SLK 0.00 to SLK 5.00 (Quanta Cutting intersection) (5.00kms). Funding- \$65,000 Unspent RTR Grant from reserve via account 5120151, the remainder from Council funds.
RR052	Scotsman Road Renewal - Cap Exp		39,000.00		39,000.00		38,994.00		5,046.71	▼ Gravel sheet SLK 0.00 to SLK 2.53. Funding- Council and general Road Grants. Works have not commenced and will be significantly reduced or cancelled to pay for expenditure on other roads. In this case a budget amendment may be required.
RR108	Kununoppin-Mukinbudin Road Renewal - Cap Exp		0.00		0.00		0.00		693.00	
RR2107	Koorda-Bullfinch Road (Rural West) - (Barb Realign 18-19) Renewal - Cap Exp		100,000.00		100,000.00		66,993.00		1,234.00	▼ Single coat reseal of 2.48kms. Funding- \$80,000 from 18-19 RTR Grant, the remainder from Council funds and general Road Grants. Works have been completed but the invoice has not been received. A timing variation.
4120168	Roads (Capital) - Regional Road Group									
RRG01	Mukinbudin Wialki Rd (South Section 17/18) - Cap Exp		140,000.00		140,000.00		93,793.00		550.00	▼ Single coat reseal of 3.44kms on the (failed southern section). Funding- \$98,000 RTR 18-19 Grant via account 3120102, the remainder from Council and general Road Grants. Works have been completed but the invoice has not been received. A timing variation.
RRG04	Mukinbudin-Wialki Rd (North Section 17/18) - Cap Exp		710,000.00		710,000.00		475,695.00		259,792.00	▼ Reconstruction and two coat bitumen seal – total 7.58kms. Funding: \$468,000 - MRWA Regional Road Group (RRG) Grant via Account 3120100, \$4,618 - Unspent RRG Grant from Unspent Grants Reserve via Account 5120151, the remainder from Council and general Road Grants. Works have been completed but the invoice has not been received. A timing variation.
	Subtotal All Road Capital Expenditure		1,364,000.00		1,396,000.00		1,082,422.00		562,916.85	▼ All sealing works have been completed but the invoice has not been received. A timing variation.
4120170	Footpaths (Capital) - Council Funded									
FPC01	White Street - Western Footpath		55,000.00		44,190.00		44,184.00		44,187.92	Extent of works reduced to avoid potential damage to significant trees. A budget amendment has been made.
FPC067	Memorial Avenue Footpath Construction - Cap Exp - Sts Rds & Bridges		0.00		0.00		0.00		15,300.00	Additional footpath works on Memorial Avenue. A budget amendment is required.
4120175	Transfers To Roadworks Reserve		660.00		11,470.00		11,470.00		509.04	▼ Additional \$10,810 transfer to reserve from saving in the FPC01 white street footpath works. A budget amendment is recommended. This additional transfer will not proceed as there are footpath works on Memorial Avenue. Another budget amendment is required.
	CAPITAL REVENUE									
5120151	Transfers From Unspent Grant Reserve - Cap Inc - Sts	181,180.00		181,180.00		181,176.00		181,180.00		Unspent RRG Grant funds to be expended on Job RRG04 \$4,618. Unspent RTR Grant funds to be expended on Job RR012 \$51,562. Unspent RTR Grant funds to be expended on Job RR022 \$60,000. Unspent RTR Grant funds to be expended on Job RR050 \$65,000. The transfers from reserve have been completed.
SUB-TOTAL CAPITAL		181,180.00	1,419,660.00	181,180.00	1,451,660.00	181,176.00	1,138,076.00	181,180.00	622,913.81	
TOTAL - STREETS, ROADS & BRIDGES		1,016,597.00	3,259,249.00	1,016,597.00	3,243,249.00	782,510.00	2,634,081.00	973,121.55	1,999,368.47	

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ROAD PLANT PURCHASES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2120291 Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
OPERATING REVENUE									
3120290 Profit on Disposal of Assets - Op Inc - Road P	23,000.00		23,000.00		23,000.00		19,735.17		Profit on the sale of P344 was less than expected.
SUB-TOTAL OPERATING	23,000.00	0.00	23,000.00	0.00	23,000.00	0.00	19,735.17	0.00	
CAPITAL EXPENDITURE									
4120250 Plant & Equipment (Capital) - Road Plant Purchases		320,000.00		246,500.00		246,500.00		246,500.00	The new loader cost \$246,500, \$73,500 less than expected. A budget amendment has been made.
4120275 Transfer to Plant Reserve		7,760.00		7,760.00		6,460.00		6,550.68	
CAPITAL REVENUE									
5120250 Proceeds on Disposal of Assets - Cap Inc - R	60,000.00		51,000.00		51,000.00		51,000.00		The proceeds from the sale of the Loader were \$51K, \$9,000 less than expected. A budget amendment has been made.
5120252 Transfers From Plant Reserve-Cap Inc- Road Plant Purchases	260,000.00		195,500.00		195,500.00		195,500.00		Due to the lower cost of the new loader the reduced funds were required from reserve. A budget amendment has been made.
SUB-TOTAL CAPITAL	320,000.00	327,760.00	246,500.00	254,260.00	246,500.00	252,960.00	246,500.00	253,050.68	
TOTAL - ROAD PLANT PURCHASES	343,000.00	327,760.00	269,500.00	254,260.00	269,500.00	252,960.00	266,235.17	253,050.68	

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	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
AERODROMES									
OPERATING EXPENDITURE									
2120300									
W060		2,300.00		2,300.00		1,890.00		3,690.76	Additional essential airstrip maintenance.
2120304		0.00		0.00		0.00		0.00	
2120305		0.00		0.00		0.00		0.00	
2120491		0.00		0.00		0.00		0.00	
2120492		14,818.00		14,818.00		12,340.00		11,795.41	
2120499		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE									
3120400	0.00		0.00		0.00		0.00		
3120402	0.00		0.00		0.00		0.00		
3120403	0.00		0.00		0.00		0.00		
3120404	0.00		0.00		0.00		0.00		
3120405	0.00		0.00		0.00		0.00		
3120490	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	0.00	19,485.00	0.00	19,485.00	0.00	16,200.00	0.00	17,177.74	
CAPITAL EXPENDITURE									
4120450		0.00		0.00		0.00		0.00	
4120455		0.00		0.00		0.00		0.00	
4120460									
IQ260		0.00		0.00		0.00		0.00	
CAPITAL REVENUE									
5120450	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - AERODROMES	0.00	19,485.00	0.00	19,485.00	0.00	16,200.00	0.00	17,177.74	

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TRANSPORT LICENCING		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2120500	Training and Accommodation - Licensing		3,000.00		3,000.00		2,500.00		1,288.01	Timing
2120501	Telephone - Licensing		760.00		760.00		630.00		28.02	
2120599	Administration Allocated		23,670.00		23,670.00		19,720.00		16,915.67	
OPERATING REVENUE										
3120500	Sale of Shire Plates	600.00		600.00		500.00		318.15		
3120501	Commissions - Licensing	16,500.00		16,500.00		13,750.00		12,443.60		
3120502	Reimbursements - Licensing	3,000.00		3,000.00		2,500.00		0.00		Timing
SUB-TOTAL OPERATING		20,100.00	27,430.00	20,100.00	27,430.00	16,750.00	22,850.00	12,761.75	18,231.70	
TOTAL - TRANSPORT LICENCING		20,100.00	27,430.00	20,100.00	27,430.00	16,750.00	22,850.00	12,761.75	18,231.70	

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SCHEDULE 13 - ECONOMIC SERVICES
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Rural Services		11,867.00		5,867.00		5,460.00		2,887.10	
Tourism and Area Promotion		185,630.00		201,938.00		172,320.00		172,071.83	
Building Control		6,734.00		6,734.00		5,600.00		5,910.42	
Economic Development		4,567.00		4,567.00		3,840.00		3,199.81	
Other Economic Services		77,596.00		85,409.00		71,655.00		103,365.64	▲ The most significant component of this variation was the \$32.6K loss of value on the on the decommissioning of the standpipe controllers.
OPERATING REVENUE									
Rural Services	1,000.00		1,000.00		1,000.00		104.38		
Tourism and Area Promotion	122,936.00		127,936.00		106,600.00		114,214.32		Takings at the Caravan Park have been higher than expected for this time of the year.
Building Control	150.00		350.00		320.00		1,220.77		
Economic Development	0.00		2,630.00		2,628.00		3,090.91		
Other Economic Services	32,640.00		29,640.00		24,690.00		28,953.32		
SUB-TOTAL OPERATING	156,726.00	286,394.00	161,556.00	304,515.00	135,238.00	258,875.00	147,583.70	287,434.80	
CAPITAL EXPENDITURE									
Rural Services		0.00		0.00		0.00		0.00	
Tourism and Area Promotion		10,000.00		4,000.00		4,000.00		0.00	
Building Control		0.00		0.00		0.00		0.00	
Economic Development		0.00		0.00		0.00		0.00	
Other Economic Services		19,031.00		19,031.00		13,532.00		13,450.34	
CAPITAL REVENUE									
Rural Services	0.00		0.00		0.00		0.00		
Tourism and Area Promotion	0.00		0.00		0.00		0.00		
Building Control	0.00		0.00		0.00		0.00		
Economic Development	0.00		0.00		0.00		0.00		
Other Economic Services	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	29,031.00	0.00	23,031.00	0.00	17,532.00	0.00	13,450.34	
TOTAL - PROGRAMME SUMMARY	156,726.00	315,425.00	161,556.00	327,546.00	135,238.00	276,407.00	147,583.70	300,885.14	

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RURAL SERVICES	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2130100 Noxious Weed Control									
WEEDS Noxious Weed Control - Op Exp		8,000.00		2,000.00		1,990.00		1,195.53	Less weed control expenditure than expected. A budget Amendment is recommended.
2130101 Wild Dog Control		0.00		0.00		0.00		0.00	
2130102 Vermin Control		0.00		0.00		0.00		0.00	
2130103 Rural Counselling Service		500.00		500.00		500.00		0.00	
2130104 Drum Muster Expenses		1,000.00		1,000.00		1,000.00		0.00	
2130105 Oil Waste Disposal		0.00		0.00		0.00		0.00	
2130199 Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE									
3130100 Contributions & Donations - Rural Services	1,000.00		1,000.00		1,000.00		104.38		
3130101 Reimbursements - Rural Services	0.00		0.00		0.00		0.00		
3130102 Grants - Rural Services	0.00		0.00		0.00		0.00		
3130103 Other Income Relating to Rural Services	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING	1,000.00	11,867.00	1,000.00	5,867.00	1,000.00	5,460.00	104.38	2,887.10	
TOTAL - RURAL SERVICES	1,000.00	11,867.00	1,000.00	5,867.00	1,000.00	5,460.00	104.38	2,887.10	

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TOURISM & AREA PROMOTION		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130200	Caravan Park Staff Housing Costs Alloc - Op Exp - Tour & Area Prom		3,880.00		3,880.00		3,230.00		6,219.84	Can have negative allocations - no budget amendment recommended.
2130202	Area Promotion		2,250.00		2,250.00		2,248.00		2,906.92	
2130203	Entry Statement Maintenance									
	W065 Entry Statement Maintenance		0.00		0.00		0.00		103.78	
2130204	Caravan Park General Maintenance/Operations								31.82	Incorrect direct posting to the account. To be journalled.
	W070 Caravan Park General Maintenance/Operations		50,000.00		50,000.00		41,778.00		39,856.34	
2130206	Barrack Cabins Building Operations									
	BO315 Barrack Cabins Building Operations		500.00		500.00		440.00		171.24	
2130207	Barrack Cabins Building Maintenance									
	BM315 Barrack Cabins Building Maintenance		3,000.00		3,000.00		2,480.00		1,068.33	
2130209	Tourist Information Bay/Hut Expenditure									
	W075 Tourist Information Bay/Hut Maintenance/Operations		3,000.00		3,000.00		2,490.00		3,887.93	
2130210	Park Units (Self Contained) Building Operations									
	BO320 Park Units (Self Contained) Building Operations		500.00		500.00		466.00		336.70	
2130211	Park Units (Self Contained) Building Maintenance									
	BM320 Park Units (Self Contained) Building Maintenance		5,600.00		5,600.00		5,370.00		7,204.26	
2130212	Interest on Loan 107 Caravan Park		0.00		0.00		0.00		0.00	
2130213	Interest on Loan 112 Caravan Park		0.00		0.00		0.00		0.00	
2130214	Caravan Park Salaries		56,992.00		75,300.00		64,800.00		63,629.30	
2130215	Caravan Park Superannuation		5,600.00		2,000.00		1,660.00		1,611.49	Less superannuation contributions are expected. A budget amendment has been made.
2130216	Caravan Park Manager Allowances		0.00		0.00		0.00		538.04	
2130217	New Travel Annual Contribution		2,500.00		2,500.00		2,500.00		3,181.82	
2130218	Caravan Park Transportable House									
	BM325 Caravan Park Transportable Maintenance		2,000.00		500.00		410.00		191.95	
	BO325 Caravan Park Transportable Operations		650.00		550.00		440.00		807.92	
2130219	Wheatbelt Way - Op Exp									
	W079 Wheatbelt Way Annual Budget General Exp (Book costs at specific location to the location) - Op Exp		800.00		800.00		650.00		3,108.23	
	W080 WW - Weira Maintenance/Operations		740.00		740.00		590.00		457.35	
	W081 WW - Wattoning Maintenance/Operations		640.00		640.00		510.00		470.83	
	W082 WW - Beringbooding Maintenance/Operations		640.00		640.00		510.00		29.19	
	W083 WW - Shed Maintenance/Operations		640.00		640.00		510.00		0.00	
	W084 WW - Bonnie Rock Reserve Maintenance/Operations		640.00		640.00		510.00		0.00	
2130220	Caravan Park Workers Compensation		1,314.00		1,314.00		1,090.00		1,076.04	
2130225	Tourist Signage - Op Exp - Tourism & Area Promotion		0.00		3,200.00		3,188.00		3,112.05	Town information and overnight parking signs and installation. A budget amendment has been made.
2130291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2130292	Depreciation - Tourism & Area Promotion		15,340.00		15,340.00		12,780.00		11,771.65	
2130299	Administration Allocated		28,404.00		28,404.00		23,670.00		20,298.81	
OPERATING REVENUE										
3130200	Caravan Park Fees	29,836.00		29,836.00		24,860.00		29,966.53		
3130201	Caravan Park Coin Op Wash Mach Income	1,600.00		1,600.00		1,330.00		1,193.58		
3130202	Barracks Cabins Fees	24,000.00		24,000.00		20,000.00		28,929.20		
3130203	Park Unit (Self Contained) Fees	57,500.00		57,500.00		47,910.00		49,025.07		
3130208	Caravan Park House - Short Term Rental	10,000.00		15,000.00		12,500.00		5,099.94		Additional income expected. A budget amendment has been made.
SUB-TOTAL OPERATING		122,936.00	185,630.00	127,936.00	201,938.00	106,600.00	172,320.00	114,214.32	172,071.83	

SHIRE OF MUKINBUDIN
SCHEDULE 13 - ECONOMIC SERVICES
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TOURISM & AREA PROMOTION (Continued)	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
CAPITAL EXPENDITURE									
4130250 Building (Capital) - Tourism & Area Promotion									Various Capital Improvements. These will not be proceeding and savings to be transferred to the Building & Residential Land Reserve via account 4030354. A budget amendment has been made.
BC320 Park Units (Self Contained) Capital		6,000.00		0.00		0.00		0.00	
4130260 Infrastructure Other (Capital) - Tourism & Area Promotion									The budget was to install NBN Wireless \$2,500. Online Booking System \$1,500. This expenditure is less than the Capital Expenditure limit and has been recognised as operating expenditure. A budget amendment is recommended.
IO280 Caravan Park Infrastructure Capital Exp		4,000.00		4,000.00		4,000.00		0.00	
CAPITAL REVENUE									
5130250 Proceeds on Disposal of Assets - Cap Inc - Tourism	0.00		0.00		0.00		0.00		
5130252 Transfers From Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL	0.00	10,000.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00	
TOTAL - TOURISM & AREA PROMOTION	122,936.00	195,630.00	127,936.00	205,938.00	106,600.00	176,320.00	114,214.32	172,071.83	

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BUILDING CONTROL		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2130304	Contract Building Control Services		2,000.00		2,000.00		1,660.00		2,527.27	
2130399	Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE										
3130300	Building Permit Fees	0.00		200.00		200.00		1,184.37		A budget amendment has been made to recognise the fees expected
3130301	Commission - BRB & BCITF	150.00		150.00		120.00		36.40		
3130302	Private S/Pool Inspection Fees	0.00		0.00		0.00		0.00		
3130303	Demolition Licence	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		150.00	6,734.00	350.00	6,734.00	320.00	5,600.00	1,220.77	5,910.42	
TOTAL - BUILDING CONTROL		150.00	6,734.00	350.00	6,734.00	320.00	5,600.00	1,220.77	5,910.42	

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ECONOMIC DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	
		\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING EXPENDITURE										
2130500	Economic Development		0.00		0.00		0.00		0.00	
2130501	Industrial Units Building Operations									
BO335	Industrial Unit (Lot 164 Strugnell) Building Operations		1,200.00		1,200.00		1,060.00		1,508.24	
2130502	Industrial Units Building & Grounds Maintenance									
BM335	Industrial Unit (Lot 164 Strugnell) Building Maintenance		1,000.00		1,000.00		810.00		0.00	
GM335	Industrial Unit (Lot 64 Strugnell St) Grounds Maintenance		0.00		0.00		0.00		0.00	
2130599	Administration Allocated		2,367.00		2,367.00		1,970.00		1,691.57	
OPERATING REVENUE										
3130502	Leases Income - Op Inc - Eco Dev	0.00		0.00		0.00		0.00		
3130503	Contributions & Donations - Economic Devel	0.00		0.00		0.00		0.00		
3130504	Reimbursements - Economic Development	0.00		0.00		0.00		0.00		
3130505	Grants - Economic Development	0.00		0.00		0.00		0.00		
3130506	Other Income Relating to Economic Development	0.00		0.00		0.00		3,090.91		Income in the wrong account, it should be in account 3130507
3130507	Income - Industrial Units - Op Inc - Eco Dev	0.00		2,630.00		2,628.00		0.00		Industrial Rental from 01/01/2019 to 30/04/2019. A budget amendment has been made.
SUB-TOTAL OPERATING		0.00	4,567.00	2,630.00	4,567.00	2,628.00	3,840.00	3,090.91	3,199.81	
CAPITAL EXPENDITURE										
4130550	Building (Capital) - Economic Development									
BC335	Industrial Unit (Lot 164 Strugnell) Building Capital		0.00		0.00		0.00		0.00	
CAPITAL REVENUE										
SUB-TOTAL CAPITAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - ECONOMIC DEVELOPMENT		0.00	4,567.00	2,630.00	4,567.00	2,628.00	3,840.00	3,090.91	3,199.81	

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OTHER ECONOMIC SERVICES		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2130600	Tree Planter Maintenance		1,387.00		2,400.00		2,000.00		2,405.41	Additional maintenance required. A budget amendment has been made.
2130601	Community Bus Expenses Allocated		4,347.00		4,347.00		3,620.00		3,963.22	
2130602	Public Transport Bus Expense		0.00		0.00		0.00		0.00	
2130603	Standpipe Maintenance/Operations									
W090	Standpipe Maintenance/Operations		30,000.00		30,000.00		24,980.00		26,487.92	Most expenses are water consumption.
2130609	Map Purchases		0.00		0.00		0.00		0.00	
2130610	Other Expenditure - Other Economic Services		0.00		0.00		0.00		0.00	
2130612	Beringboodin Tank Roof Expenses		0.00		0.00		0.00		0.00	
2130615	Interest on Loan 116 Land Purchase		604.00		604.00		302.00		466.09	
2130616	Interest on Loan 119		5,136.00		5,136.00		4,839.00		5,158.66	
2130617	Muka Cafe - Operations									
BO340	Muka Cafe - Operations		4,000.00		4,000.00		3,534.00		3,942.97	
2130618	Muka Cafe - Building & Grounds Maintenance									
BM340	Muka Cafe - Maintenance		4,000.00		10,800.00		8,970.00		7,973.69	Additional maintenance required including a replacement bathroom ceiling. A budget amendment has been made.
GM340	Muka Cafe Grounds Maintenance		200.00		200.00		150.00		0.00	
2130691	Loss on Disposal of Assets - Other Economic Services		0.00		0.00		0.00		32,683.32	Loss on disposal of decommissioned standpipe controllers.
2130692	Depreciation - Other Economic Services		8,986.00		8,986.00		7,480.00		6,751.83	
2130699	Administration Allocated		18,936.00		18,936.00		15,780.00		13,532.53	
OPERATING REVENUE										
3130600	Charges - Tree Planter Hire - Op Inc	1,500.00		1,500.00		1,250.00		1,477.28		
3130601	Community Bus Hire Income - Op Inc - Other	4,000.00		6,000.00		5,000.00		5,741.68		Additional income expected. A budget amendment has been made.
3130602	Public Transport Bus Income	0.00		0.00		0.00		0.00		
3130603	Sale of Water	10,000.00		5,000.00		4,160.00		4,707.78		Less income expected. A budget amendment has been made.
3130605	Rent - Commercial Properties	15,340.00		15,340.00		12,780.00		14,731.78		
3130607	Contributions & Donations - Other Economic Services	0.00		0.00		0.00		0.00		
3130608	Reimbursements - Other Economic Services	1,800.00		1,800.00		1,500.00		1,567.52		
3130609	Grants - Other Economic Services	0.00		0.00		0.00		0.00		
3130610	Other Income Relating to Other Economic Services	0.00		0.00		0.00		727.28		
3130690	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		32,640.00	77,596.00	29,640.00	85,409.00	24,690.00	71,655.00	28,953.32	103,365.64	
CAPITAL EXPENDITURE										
4130650	Plant & Equipment (Capital) - Other Economic Services		0.00		0.00		0.00		0.00	
4130655	Infrastructure Other (Capital) - Other Economic Services									
IO290	Standpipe Capital Expenditure		0.00		0.00		0.00		0.00	
4130680	Building (Capital) - Other Economic Services									
BC340	Muka Cafe Building Capital Expenditure		0.00		0.00		0.00		0.00	
4130660	Transfers To Community Bus Reserve		0.00		0.00		0.00		0.00	
4130661	Transfers To Building & Residential Land Reserve-Cap Exp-C		0.00		0.00		0.00		0.00	
4130670	Principal on Loan 116 - Land Purchase		10,996.00		10,996.00		5,498.00		5,414.90	
4130671	Principal on Loan 119 - Mukinbudin Cafe		8,035.00		8,035.00		8,034.00		8,035.44	
CAPITAL REVENUE										
5130650	Proceeds on Disposal of Assets - Cap Inc - O	0.00		0.00		0.00		0.00		
5130652	Transfers From Plant Replacement Reserve	0.00		0.00		0.00		0.00		
5130653	Transfers From Community Bus Reserve	0.00		0.00		0.00		0.00		
5130654	Transfers From Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	19,031.00	0.00	19,031.00	0.00	13,532.00	0.00	13,450.34	
TOTAL - OTHER ECONOMIC SERVICES		32,640.00	96,627.00	29,640.00	104,440.00	24,690.00	85,187.00	28,953.32	116,815.98	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
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PROGRAMME SUMMARY	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
Private Works		20,134.00		31,134.00		25,900.00		24,739.64	
Public Works Overheads		500.00		(64,963.00)		(53,796.00)		1,195.03	▼ Expenditure and overhead recovery is not synchronised and the amount of recoveries is less than expected. This is expected to correct in the future.
Plant Operation Costs		27,000.00		(40,926.00)		(30,074.00)		11,781.66	▼ Plant cost allocation credits and income are higher than expected whilst other expenditure is lower than expected. See the subprogram for further detail.
Administration Overheads		9,050.00		17,323.00		23,191.00		25,890.39	In Administration Overheads the Budget YTD expenses are not synchronised with the recoveries, a timing variation. Net expenses and income should always be fully allocated.
Salaries and Wages		1,000.00		1,000.00		830.00		4,818.05	
OPERATING REVENUE									
Private Works	18,480.00		31,600.00		26,330.00		15,747.68		▲ Additional income from additional private works is expected. A budget amendment has been made, however the expected additional income has not yet eventuated.
Public Works Overheads	500.00		2,840.00		2,115.00		5,356.45		
Plant Operation Costs	27,000.00		33,500.00		27,544.00		25,059.48		
Administration Overheads	9,050.00		20,050.00		17,110.00		25,890.39		Significant additional income has been received from actual wages insurance credits. In addition there has been additional income from other sources.
Salaries and Wages	500.00		500.00		410.00		0.00		
Land/Subdivision Development	0.00		0.00		0.00		(3,487.00)		
SUB-TOTAL OPERATING	55,530.00	57,684.00	88,490.00	(56,432.00)	73,509.00	(33,949.00)	68,567.00	68,424.77	
CAPITAL EXPENDITURE									
Plant Operation Costs		120,641.00		120,641.00		106,596.00		106,402.86	This is loan principle payments.
Administration Overheads		71,331.00		127,522.00		127,050.00		127,038.62	The majority of the expense is from the replacement of CEO's vehicles. A third replacement of the CEOs vehicle occurred in May. A further A budget amendment is recommended..
Land/Subdivision Development		0.00		61,000.00		9,380.00		3,170.00	
CAPITAL REVENUE									
Administration Overheads	59,041.00		117,223.00		117,222.00		117,222.91		The majority of the income is from the trade in of CEO's vehicles. A third replacement of the CEOs vehicle occurred in May. A further A budget amendment is recommended..
Land/Subdivision Development	0.00		47,000.00		0.00		0.00		
SUB-TOTAL CAPITAL	59,041.00	191,972.00	164,223.00	309,163.00	117,222.00	243,026.00	117,222.91	236,611.48	
TOTAL - PROGRAMME SUMMARY	114,571.00	249,656.00	252,713.00	252,731.00	190,731.00	209,077.00	185,789.91	305,036.25	

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PRIVATE WORKS	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE									
2140100 Private Works Expenses									
X998 MDHS - Private Works Gardening		7,400.00		7,400.00		6,150.00		3,508.54	Additional private works are being performed. A major cost being the reinstatement of footpaths for the Water Corporation. A budget amendment has been made.
X999 Private Works Expenses - Op Exp - Private Works		8,000.00		19,000.00		15,810.00		17,847.95	
2140199 Administration Allocated		4,734.00		4,734.00		3,940.00		3,383.15	
OPERATING REVENUE									
3140100 Private Works Income - Op Inc - Private wor	18,480.00		31,600.00		26,330.00		15,747.68		▲ Additional income from additional private works is expected. A budget amendment has been made, however the expected additional income has not yet eventuated.
SUB-TOTAL OPERATING	18,480.00	20,134.00	31,600.00	31,134.00	26,330.00	25,900.00	15,747.68	24,739.64	
CAPITAL EXPENDITURE									
CAPITAL REVENUE									
SUB-TOTAL CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PRIVATE WORKS	18,480.00	20,134.00	31,600.00	31,134.00	26,330.00	25,900.00	15,747.68	24,739.64	

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PUBLIC WORKS OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140200	Works Supervisor - Salary		92,800.00		92,800.00		77,330.00		69,988.24	
2140201	Works Supervisor - Superannuation		8,800.00		8,800.00		7,330.00		7,120.68	
2140202	Works Supervisor - Training & Conferences		0.00		0.00		0.00		0.00	
2140203	Other Employee Expenses - Works		2,214.00		2,214.00		2,194.00		5,141.52	
2140204	Plant & Motor Vehicle Expenses Allocated - Op Exp Pub Works O'H		29,865.00		29,865.00		24,880.00		27,489.05	
2140205	Works Team - Superannuation		58,817.00		58,817.00		49,010.00		40,396.93	
2140206	Works Team - Sick Pay		14,787.00		14,787.00		12,320.00		14,576.87	
2140207	Works Team - Annual Leave - Op Exp - PWO'Heads		38,219.00		50,000.00		41,660.00		46,579.13	Additional annual leave expenses are expected. A budget amendment has been made.
2140208	Works Team - Public Holidays		17,742.00		17,742.00		14,780.00		14,758.58	
2140209	Works Team - Long Service Leave		0.00		0.00		0.00		0.00	
2140210	Works Team - RDO's		0.00		0.00		0.00		45.81	
2140211	Works Team - Protective Clothing		6,500.00		2,500.00		2,080.00		3,858.01	Less expenses are expected. A budget amendment has been made.
2140212	Unallocated Time Card Wages & Allowances - Op Exp -Pub Wks O		0.00		0.00		0.00		0.00	
2140213	Works Team - Bank Fee Reimbursement		0.00		0.00		0.00		0.00	
2140214	Works Team - Pre Employment Medicals and Police Clearances		500.00		500.00		410.00		0.00	
2140215	Works Team - Housing Incentive		0.00		0.00		0.00		0.00	
2140216	Works Team - MBL Location Allowance		0.00		0.00		0.00		0.00	
2140217	Works Team - Industry Allowance		0.00		0.00		0.00		0.00	
2140218	Works Team - Service Allowance		0.00		0.00		0.00		0.00	
2140219	Works Team - No Disadvantage Allowance		0.00		0.00		0.00		0.00	
2140220	Works Team - Insurances (Except Workers Comp)		0.00		0.00		0.00		0.00	
2140221	Works Team - Workers Compensation Insurance		12,744.00		11,300.00		9,410.00		11,272.80	Less expenses are expected. A budget amendment has been made.
2140222	Works Team - Training & Conferences									
W095	Works Team - Training & Conferences		8,500.00		1,000.00		830.00		1,811.72	Less expenses are expected. A budget amendment has been made. Additional costs are related to First Aid training.
2140223	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads - Op Exp									
W100	OHS, Toolbox & Other Meetings & Down Time - Pub Wks O'Heads - Op Exp		1,500.00		3,000.00		2,490.00		1,567.25	Additional expenses are expected. A budget amendment has been made.
2140224	Works Team - Engineering & Technical Support		0.00		0.00		0.00		2,396.69	
2140225	Works Team - Office Expenses		100.00		100.00		80.00		26.77	
2140226	Works Team - Depot Freight		0.00		0.00		0.00		705.95	
2140227	Works Team - Expendable Tools/Equipment		1,500.00		1,500.00		1,250.00		10.86	
2140228	Works Team - Staff Housing Allocated		7,030.00		7,030.00		5,850.00		9,064.35	
2140229	Works Team - Other Costs		0.00		0.00		0.00		0.00	
2140230	Works Team - Noise Regulation Program		0.00		0.00		0.00		0.00	
2140231	Works Team - Telephone & Computer Services - Op Exp		1,925.00		1,925.00		1,600.00		836.57	
2140235	Consumables Depot & Works Team - Op Exp - Pub Wks O'Heads		3,000.00		3,000.00		2,500.00		2,743.05	
2140239	Works Team - Superannuation In-Lieu		0.00		0.00		0.00		0.00	
2140245	Office Administration Work by Works Team Staff Exps									
W105	Office Administration Work by Works Team Staff Exps		4,000.00		2,400.00		1,980.00		1,784.16	Less expenses are expected. A budget amendment has been made.
2140250	Depot Building Operations (previously sub program 1201)									
BO310	Depot Building Operations		8,500.00		8,500.00		7,210.00		6,979.99	
OSH001	OSH Management		1,000.00		1,000.00		830.00		179.96	

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PUBLIC WORKS OVERHEADS (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
2140251	Depot Building & Grounds Maintenance (previously sub program 1201)									
	BM310 Depot Building Maintenance		23,000.00		13,000.00		10,820.00		11,422.15	Less expenses are expected. A budget amendment has been made.
	GM310 Depot Grounds Maintenance		3,160.00		1,500.00		1,230.00		737.38	Less expenses are expected. A budget amendment has been made.
2140252	Workshop/Depot Expensed Minor Asset Purchases (Previously Subprogram 1201)		9,710.00		1,500.00		1,250.00		4,390.92	Less minor assets are required. A budget amendment has been made, however an increasing budget amendment is now recommended.
2140257	Depot OHS Equipment - LGIS (Previously Subprogram 1201)		0.00		0.00		0.00		0.00	
2140259	Consultancy/ RSA / Roman II (Previously Subprogram 1201)		11,958.00		11,958.00		9,960.00		6,993.36	
2140291	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140292	Depreciation - PWO's		0.00		0.00		0.00		1,087.39	Depot Building Depreciation
2140299	Administration Allocated		195,000.00		195,000.00		162,500.00		139,355.32	Administration costs allocated are less than expected due to a lower rate of expenditure and additional offsetting income.
	<u>Expenditure Subtotal</u>		<u>562,871.00</u>		<u>541,738.00</u>		<u>451,784.00</u>		<u>433,321.46</u>	
Recovered amounts										
2140293	Less - Allocated to Works (PWO's)		(562,371.00)		(598,047.00)		(498,370.00)		(432,126.43)	A budget amendments have been made for the allocation of additional labour overheads costs to works jobs for the year.
2140294	Budget Amendment Overall Labour Allocation Adjustments -Op Exp		0.00		(8,654.00)		(7,210.00)		0.00	A budget amendment has been made for the allocation of additional labour costs without an increase in the total labour costs for the year. This is a cash balancing amendment, actual postings are not expected to this account.
OPERATING REVENUE										
3140200	Contributions & Reimbursements - Op Inc - Public V	0.00		2,340.00		1,950.00		5,356.45		Private motor vehicle use reimbursements. A budget amendment has been made.
3140201	Long Service Leave Recoup (PWO's)	0.00		0.00		0.00		0.00		
3140202	Sale of Scrap & Other Surplus Items - Op Inc - Pub	500.00		500.00		165.00		0.00		
3140290	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		500.00	500.00	2,840.00	(64,963.00)	2,115.00	(53,796.00)	5,356.45	1,195.03	
CAPITAL EXPENDITURE										
4140260	Building (Capital) - Depots (previously sub program 1201)									
	BC310 Depot Building Capital		0.00		0.00		0.00		0.00	
CAPITAL REVENUE										
5140250	Transfers From Long Service Leave Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL - PUBLIC WORKS OVERHEADS		500.00	500.00	2,840.00	(64,963.00)	2,115.00	(53,796.00)	5,356.45	1,195.03	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2019

PLANT OPERATION COSTS		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140300	Internal Plant Repairs - Wages & O/Head		35,404.00		35,404.00		29,490.00		25,708.85	
2140301	External Parts & Repairs (Includes Consumables)		127,596.00		100,000.00		83,330.00		91,771.98	No major expenses breakdowns have occurred so far this year. A budget amendment has been made.
2140302	Fuels and Oils Op Exp - Plant Op Costs		125,965.00		120,000.00		100,000.00		88,302.86	▲ The expected increase in fuel price did not eventuate. A budget amendment has been made. A further amendment may be appropriate.
2140303	Tyres and Tubes		20,106.00		10,000.00		8,330.00		2,544.55	▼ Tyre expenses have been less than expected. A budget amendment has been made.
2140306	Licences - Plant Operation		6,037.00		6,037.00		6,037.00		6,217.91	
2140307	Insurance - Plant Operation		14,756.00		14,756.00		14,756.00		16,060.65	
2140308	Interest on Loan 114		1,275.00		1,275.00		637.00		984.30	
2140309	Interest on Loan 115		710.00		710.00		670.00		795.52	
2140310	Interest on Loan 118		3,039.00		3,039.00		2,855.00		3,082.67	
2140320	Interest on Loan 120		2,199.00		2,199.00		2,062.00		2,218.65	
2140311	Interest on Loan 121		6,014.00		6,014.00		5,446.00		6,117.95	
2140312	Interest on Loan 122		3,273.00		3,273.00		2,963.00		3,328.88	
2140313	Interest on Loan 123		881.00		881.00		440.00		550.61	
2140492	Depreciation - Plant Operation		104,847.00		104,847.00		87,370.00		98,116.03	▼ Depreciation is higher than the budget provided for. It will further increase with the purchase of the new loader.
	Expense Subtotal		452,102.00		408,435.00		344,386.00		345,801.41	
Recovered amounts										
2140394	LESS Plant Operation Costs Allocated to Works		(425,102.00)		(449,361.00)		(374,460.00)		(334,019.75)	▲ A budget amendment has been made for the allocation of additional plant costs for the year. Any change in plant costs will be reflected in the plant related expense accounts above.
OPERATING REVENUE										
3140300	Fuel Tax Credits Grant Scheme	25,000.00		25,000.00		20,830.00		18,657.00		
3140301	Reimbursements - Plant Operation Costs	0.00		6,500.00		5,054.00		6,402.48		Reimbursements including a refund adjustment to motor vehicle insurance premiums. A budget amendment has been made.
3140302	Sale of Scrap & Surplus Items - Op Inc - Plant Operating	2,000.00		2,000.00		1,660.00		0.00		
SUB-TOTAL OPERATING		27,000.00	27,000.00	33,500.00	(40,926.00)	27,544.00	(30,074.00)	25,059.48	11,781.66	
CAPITAL EXPENDITURE										
4140370	Principal on Loan 114 - Trailer		23,222.00		23,222.00		11,611.00		11,434.98	
4140371	Principal on Loan 115 - Truck		17,226.00		17,226.00		17,226.00		17,226.47	
4140372	Principal on Loan 118 - Vibe Roller		15,069.00		15,069.00		15,068.00		15,068.70	
4140373	Principal on Loan 120 - Skid Steer		6,495.00		6,495.00		6,494.00		6,495.49	
4140374	Principal on Loan 121 - Motor Grader		34,820.00		34,820.00		34,820.00		34,820.32	
4140375	Principal on Loan 122 - Multi Tyre Roller		18,947.00		18,947.00		18,947.00		18,946.33	
4140376	Principal on Loan 123 - John Deere Tractor		4,862.00		4,862.00		2,431.00		2,410.57	
CAPITAL REVENUE										
5140350	Proceeds from New Debentures	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL		0.00	120,641.00	0.00	120,641.00	0.00	106,596.00	0.00	106,402.86	
TOTAL - PLANT OPERATION COSTS		27,000.00	147,641.00	33,500.00	79,715.00	27,544.00	76,522.00	25,059.48	118,184.52	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2019

ADMINISTRATION OVERHEADS		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140500	Admin Salaries		451,013.00		451,013.00		375,840.00		360,185.93	
2140501	Admin Superannuation		74,510.00		88,830.00		74,020.00		52,209.86	▼ \$ 14,320 Payment of unpaid Superannuation on Leave Loading is pending. A budget amendment has been made.
2140502	Admin Workers Compensation Insurance Op Exp - Admin O'Heads		11,786.00		14,126.00		14,126.00		14,125.68	Actual Wages declaration adjustment. A budget amendment has been made.
2140503	Admin Training & Training Related Accomodation & Travel - Op Exp		15,000.00		15,000.00		12,500.00		4,447.95	
2140504	Admin Conferences		4,530.00		4,530.00		3,770.00		3,287.63	
2140505	Admin Fringe Benefits Tax		25,000.00		25,000.00		25,000.00		24,093.00	
2140506	Admin Staff Uniforms		2,800.00		2,800.00		2,330.00		3,014.42	
2140508	Admin Salary Packaging Expenses		1,020.00		1,020.00		850.00		482.73	
2140509	Admin Motor Vehicle Expenses Allocated		19,526.00		19,526.00		16,270.00		19,299.50	
2140510	Admin Staff Relocation Expenses		6,000.00		6,000.00		5,000.00		0.00	
2140511	Admin Occupational Health and Safety		6,000.00		6,000.00		5,000.00		3,097.45	
2140512	Admin - Other Employee Expenses		7,000.00		7,000.00		5,830.00		586.05	
BO350	Admin Building Operations		38,850.00		38,850.00		32,362.00		30,941.35	
2140514	Admin Building & Grounds Maintenance									
BM350	Admin Building Maintenance		12,000.00		12,000.00		9,980.00		9,098.66	
GM350	Admin Building Grounds Maintenance		27,200.00		27,200.00		22,640.00		14,920.49	
2140515	Admin Other Insurances		15,637.00		12,050.00		12,050.00		12,035.34	Insurance expenses were less than expected. A budget amendment is recommended.
2140516	Admin Stationery & Printing		9,000.00		4,000.00		3,330.00		1,759.77	Stationary expenses have been less than expected. A budget amendment has been made.
2140517	Admin Postage and Freight		2,000.00		2,000.00		1,660.00		1,741.70	
2140518	Admin Advertising		5,000.00		2,000.00		1,660.00		1,566.69	Advertising expenses have been less than expected. A budget amendment has been made.
2140519	Admin Subscriptions and Publications		0.00		0.00		0.00		1,150.00	
2140520	Admin Travel and Accommodation (Non-Training)		0.00		0.00		0.00		824.71	
2140521	Admin Office Equip Mtce, Support, Licenses & Other Op Exps - Adm		68,015.00		68,015.00		68,013.00		55,601.43	▼ Wallis Computers IT Support Copier & use IT Vision & other Annual License Fees & other operating costs. Some are billed monthly. This was not anticipated.
2140522	Admin Expensed Minor Asset Purchases		500.00		500.00		410.00		201.95	
2140523	Admin Office Equipment Rental and Leases Op Exp - Admin O/H		17,580.00		17,580.00		14,650.00		13,092.74	Lease of Lease of Server and Desktop PC's.
2140526	Admin Accrued Annual Leave		10,000.00		10,000.00		0.00		0.00	
2140527	Admin Accrued Long Service Leave		8,000.00		8,000.00		0.00		0.00	
2140529	Admin Legal Expenses		3,000.00		3,000.00		2,500.00		126.27	
2140531	Website Service & Development Fees - Op Exp		24,100.00		24,100.00		24,100.00		17,524.55	
2140533	Admin Staff MBL Allowance		4,500.00		7,700.00		6,410.00		7,057.81	The MBL allowance was underestimated. A budget amendment has been made.
2140534	Admin Staff Service Allowance		4,000.00		4,000.00		3,330.00		1,858.11	
2140535	Admin Staff Self Accomm. Subsidy		3,120.00		3,120.00		2,600.00		1,394.55	
2140537	Admin Consultancy Expenses - Op Exp - Adm O'Heads		25,000.00		25,000.00		20,830.00		16,999.61	Statutory accounting, assistance with Annual Financial Statements and Budget requirements and RTR Own Source funding target review
2140540	Refreshments & Other Expenses - Admin - Op Exp		3,100.00		3,100.00		2,580.00		1,913.54	
2140565	Bad Debts Expense - Op Exp - Admin O'Heads		0.00		0.00		0.00		1,000.00	
2140592	Depreciation - Administration		14,019.00		14,019.00		11,680.00		12,665.93	
	Expense Subtotal		918,806.00		927,079.00		781,321.00		688,305.40	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2019

ADMINISTRATION OVERHEADS (Continued)		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE (Continued)										
<i>Recovered amounts</i>										
2140599	Administration Overheads Recovered		(946,806.00)		(946,806.00)		(789,000.00)		(676,626.87)	▼ Administration costs allocated are less than expected due to a lower rate of expenditure and additional offsetting income.
2140598	Admin Staff Housing Costs Allocated		37,050.00		37,050.00		30,870.00		14,211.86	▼ At this stage many housing related expenses are less an expected, as a result the recovered cost is lower. As this is a cost reallocation no budget amendment is recommended.
OPERATING REVENUE										
3140503	Contributions & Donations - Administration	0.00		1,000.00		1,000.00		2,935.97		Unexpected contributions and donations have been received. A budget amendment has been made.
3140504	Reimbursement & Other Income Received (Inc GST)	0.00		1,500.00		1,250.00		4,304.64		Unexpected reimbursements have been received. A budget amendment has been made.
3140506	Reimbursements & Other Income Rec'd (No GST) -	7,000.00		14,000.00		11,660.00		13,471.22		Actual wages insurance credits. A budget amendment has been made.
3140507	Insurance Claim Income(No GST)	0.00		500.00		500.00		437.10		Unexpected insurance claim income received. A budget amendment has been made.
3140508	Sale of Scrap and Other Items - Op Inc - Admin O'He	0.00		1,000.00		1,000.00		727.26		Unexpected sales income received. A budget amendment has been made.
3140514	Charges - Photocopying / Faxing - Op Inc - Admin O'Heads	50.00		50.00		40.00		30.64		
3140516	Charges - Secretarial Services - Op Inc - Admin O'Heads	2,000.00		2,000.00		1,660.00		2,000.00		
3140590	Profit on Disposal of Assets	0.00		0.00		0.00		1,983.56		
SUB-TOTAL OPERATING		9,050.00	9,050.00	20,050.00	17,323.00	17,110.00	23,191.00	25,890.39	25,890.39	
CAPITAL EXPENDITURE										
4140550	Furniture & Equipment (Capital) - Administration		0.00		0.00		0.00		0.00	
4140555	Plant & Equipment (Capital) - Administration		59,041.00		118,082.00		118,082.00		118,120.77	Replacement of CEO Vehicle - Toyota Prado New Plant Number P43318 . A budget amendment has been made to replace the CEO's vehicle. A swap of CEOs vehicle for a newer one for the overall cost of \$859. Another has happened in May.
4140560	Building (Capital) - Administration									
BC350	Admin Building Capital		9,500.00		6,650.00		6,648.00		6,650.00	Library - 1 x 7kw reverse cycle split airconditioning \$3,000. Main Office - Coolbreeze Evaporative Air Conditioner \$3,500. Back Office - 1 x 7kw reverse cycle split air-conditioning \$3,000. Some costs were not incurred as expected. A budget amendment has been made.
4140570	Transfer to Leave Reserve		2,790.00		2,790.00		2,320.00		2,267.85	
CAPITAL REVENUE										
5140550	Proceeds on Disposal of Assets - Cap Inc - Admin C	30,909.00		89,091.00		89,090.00		89,090.91		Trade in of CEO's vehicle - Toyota Prado Asset # 433, Plant # P433. A budget amendment has been made to replace the CEO's vehicle. A swap of CEOs vehicle for a newer one for the overall cost of \$859. Another has happened in May.
		0.00		0.00		0.00		0.00		
5140552	Transfers From Long Service Leave Reserve	0.00		0.00		0.00		0.00		
5140553	Transfers From Plant Reserve - Cap Inc - Admin O'H	28,132.00		28,132.00		28,132.00		28,132.00		
5140554	Transfers From Building Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL		59,041.00	71,331.00	117,223.00	127,522.00	117,222.00	127,050.00	117,222.91	127,038.62	
TOTAL - ADMINISTRATION OVERHEADS		68,091.00	80,381.00	137,273.00	144,845.00	134,332.00	150,241.00	143,113.30	152,929.01	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2019

	Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
SALARIES & WAGES									
OPERATING EXPENDITURE									
2140700		1,250,273.00		1,250,273.00		1,041,890.00		995,063.43	
2140701		(1,250,273.00)		(1,250,273.00)		(1,041,890.00)		(990,409.38)	
2140702		1,000.00		1,000.00		830.00		164.00	
2140703		0.00		0.00		0.00		0.00	
OPERATING REVENUE									
3140700	500.00		500.00		410.00		0.00		
SUB-TOTAL OPERATING	500.00	1,000.00	500.00	1,000.00	410.00	830.00	0.00	4,818.05	
TOTAL - SALARIES & WAGES	500.00	1,000.00	500.00	1,000.00	410.00	830.00	0.00	4,818.05	

SHIRE OF MUKINBUDIN
SCHEDULE 14 - OTHER PROPERTY & SERVICES
Financial Statement for Period Ended
30 April 2019

LAND/SUBDIVISION DEVELOPMENT		Adopted Budget		Amended Budget		YTD Budget		YTD Actual		Comments
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	
OPERATING EXPENDITURE										
2140900	Land Settlement, Subdivision & Related Expenses - Op Exp - Land SubDiv		0.00		0.00		0.00		0.00	
2140991	Loss on Disposal of Assets		0.00		0.00		0.00		0.00	
2140999	Administration Allocated		0.00		0.00		0.00		0.00	
OPERATING REVENUE										
3140900	Contributions & Donations Recieved - Op Inc - Subdivision	0.00		0.00		0.00		0.00		
3140901	Reimbursements Recieved - Op Inc - Subdivisions/Develop	0.00		0.00		0.00		(3,487.00)		
3140902	Grants Recieved - Op Inc - Subdivisions/Developments	0.00		0.00		0.00		0.00		
3140990	Profit on Disposal of Assets	0.00		0.00		0.00		0.00		
SUB-TOTAL OPERATING		0.00	0.00	0.00	0.00	0.00	0.00	(3,487.00)	0.00	
CAPITAL EXPENDITURE										
4140950	Land Purchase		0.00		0.00		0.00		0.00	
4140951	Land Subdivision Surveying, Plans & Other Expenses - Cap Exp - Subdivisions		0.00		14,000.00		9,380.00		3,170.00	Subdivision of Land for sale is in progress. A budget amendment has been made.
4140952	Design & Plan Expenses		0.00		0.00		0.00		0.00	
4140953	Services Installation		0.00		0.00		0.00		0.00	
4140960	Transfers To Residential Land Reserve - Cap Exp - Land SubDiv		0.00		47,000.00		0.00		0.00	Expected land sale proceeds to Building and Residential Land Reserve. A budget amendment has been made.
CAPITAL REVENUE										
5140950	Proceeds on Disposal of Assets - Cap Inc - Land/Subdivisi	0.00		47,000.00		0.00		0.00		Expected sale of land proceeds from subdivided land. A budget amendment has been made.
5140952	Transfers From Residential Land Reserve	0.00		0.00		0.00		0.00		
SUB-TOTAL CAPITAL		0.00	0.00	47,000.00	61,000.00	0.00	9,380.00	0.00	3,170.00	
TOTAL - LAND/SUBDIVISION DEVELOPMENT		0.00	0.00	47,000.00	61,000.00	0.00	9,380.00		3,170.00	

7.3 Chief Executive Officer's Reports

7.3.1 NEWROC Council Meeting Minutes 23rd April 2019	
Location:	Shire of Mt Marshall Council Chambers
File Ref:	ADM 236
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	15 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of NEWROC Council Meeting 23 rd April 2019
Documents Tabled	Nil

Background

A Council Meeting of NEWROC was held on Tuesday 23rd April 2019 in the Shire of Mt Marshall Council Chambers.

Officer Comment:

The following items form part of the Minutes:

6. Matters for Decision

- 6.1 NEWROC Strategic Planning
- 6.2 Telecommunications Project
- 6.3 NEWTRAVEL

6. Other Business

- 6.1 Wheatbelt CRC Strategy Day
- 6.2 CEACA

10. 2019 Meeting Schedule

28 May	Executive	Koorda
25 June	Council	Koorda
23 July	Executive	Mukinbudin
27 August	Council	Mukinbudin
24 September	Executive	Trayning
22 October	Council	Trayning
26 November	Executive	Wyalkatchem
10 December	Council	Wyalkatchem

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the NEWROC Council Meeting Minutes for 23rd April 2019.

Carried /



North Eastern Wheatbelt Regional Organisation of Councils

Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 23 April 2019

Meeting held at the Shire of Mt Marshall, Council Chambers,
80 Monger Street, Bencubbin

MINUTES

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

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ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 🔥 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 🔥 Submit priority projects to WDC, Regional Development and WA Planning 🔥 Discussion regarding portfolios vs projects, current governance structure 🔥 Group insurance discussion 	Executive
April	<ul style="list-style-type: none"> 🔥 WDC attendance to respond to NEWROC project priorities 🔥 NEWROC Budget Preparation 🔥 Review NEWTRAVEL Tourism Officer Contract - expires June 2018 	Council
May	<ul style="list-style-type: none"> 🔥 NEWROC Draft Budget Presented 🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) 🔥 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	🔥 NEWROC Budget Adopted	Council
July		Executive
August	🔥 Information for Councillors pre-election	Council
September		Executive
October	🔥 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 🔥 NEWROC Induction of new Council representatives (every other year) 🔥 Review NEWROC MoU (every other year) 	Executive
December	🔥 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Shire of Mt Marshall, Council Chambers, 80 Monger Street, Bencubbin on Tuesday 23 April 2019 commencing at 2.00pm.

AGENDA

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Davies declared the meeting open at 2:00pm

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr Ricky Storer	Delegate	President, Shire of Koorda

Chief Executive Officers

Taryn Dayman	CEO, Shire of Wyalkatchem
Gary Martin	Acting CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Paul Sheedy	Acting CEO, Shire of Trayning

NEWROC Officer

Caroline Robinson	NEWROC Executive Officer
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Guests

Kristen Twine	Wheatbelt Development Commission (Merredin)
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2.2. Apologies

Tony Brown	WALGA
Anne Banks McAllister	WALGA
Gavin Robins	CEO, Wheatbelt Development Commission
Marlon Hudson	Councillor, Shire of Mt Marshall

2.3. Requests for Leave of Absence

Cr Brown requested a leave of absence from the June NEWROC Council meeting.

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	Shire (i.e. Shire of Barley Leaf)	Agenda Item #	Type and details of Interest (i.e. financial)
Cr Brown	Shire of Trayning	6.2	Crisp Wireless Tower
Cr Shadbolt	Shire of Mukinbudin	6.2	Cr Shadbolt - NBN Tower on his property

2.6. Delegations Register – October 2018

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC	Council March 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

3. PRESENTATIONS

3.1. Wheatbelt Development Commission

- ☀ Gavin Robins, new CEO of the Wheatbelt Development Commission was unable to attend due to personal reasons
- ☀ Kristen Twine was in attendance and spoke about her role in projects in the central east sub region

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 26 February 2019

Minutes of the meeting held 26 February 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 26 February 2019, be confirmed as a true and correct record of proceedings.

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 6/0

- ☀ Minutes to correct Cr Sachse name

4.1.2. Business Arising from NEWROC Council meeting

Nil

4.1.3. Minutes of Ordinary Meeting of NEWROC Executive – 26 March 2019

Minutes of the meeting held 26 March 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive meeting held on 26 March 2019, be received

Moved Cr Storer

Seconded Cr Shadbolt

Carried 6/0

4.1.4. Business Arising from NEWROC Executive meeting

- 👉 CEO's discussed the presentation by Prompt Safety Solutions. Some CEO's indicated they will take the OSH service up

5. FINANCIAL MATTERS

5.1. List of Income and Expenditure

REPORTING OFFICER:	Caroline Robinson, Executive Officer
FILE REFERENCE:	42-2 Finance Audit and Compliance
DISCLOSURE OF INTEREST:	Nil
DATE:	16 April 2019
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Dannelle Foley
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

The below list outlines the income and expenditure from 1 February 2019 – 31 March 2019

NEWROC Funds #5557 Transactions
 North Eastern Wheatbelt Regional Organisation of Councils
 For the period 1 February 2019 to 31 March 2019

Date	Description	Reference	Credit	Debit	Running Balance
NEWROC Funds #5557					
Opening Balance			195,014.44	0.00	195,014.44
01 Feb 2019	Bendigo Bank	Transactions Fees	0.00	1.20	195,013.24
01 Feb 2019	Bendigo Bank	Interest Received	25.16	0.00	195,038.40
01 Feb 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription Jan19	0.00	50.00	194,988.40
20 Feb 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services inv 38	0.00	2,972.50	192,015.90
20 Feb 2019	Payment: Vernon Contracting	Vernon - TO Services Inv6	0.00	1,100.00	190,915.90
20 Feb 2019	ATO	BAS	0.00	7,438.00	183,477.90
01 Mar 2019	Bendigo Bank	Interest Received	22.01	0.00	183,499.91
01 Mar 2019	Bendigo Bank	Transaction Fees	0.00	1.20	183,498.71
01 Mar 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription 15939	0.00	50.00	183,448.71
14 Mar 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services Inv39	0.00	3,842.50	179,606.21
14 Mar 2019	Payment: Vernon Contracting	Vernon Contracting - TO Services	0.00	1,398.76	178,207.45
14 Mar 2019	Payment: Shire of Northam	Shire of Northam - room Hire Crisp Wireless meeting	0.00	75.00	178,132.45
26 Mar 2019	Bendigo Bank	Funds transfer to Term Deposit	0.00	150,000.00	28,132.45
Total NEWROC Funds #5557			47.17	166,929.16	28,132.45
Closing Balance			28,132.45	0.00	28,132.45
Total			47.17	166,929.16	(166,881.99)

The below list outlines the Profit and Loss from 1 February 2019 – 31 March 2019

Profit and Loss	
NEWROC	
1 February 2019 to 31 March 2019	
Cash Basis	
	31 Mar 19
Income	
Interest Received	\$47.17
Total Income	\$47.17
Gross Profit	\$47.17
Less Operating Expenses	
Accounting/Audit fees	\$90.90
Bank charges	\$2.40
Executive Officer Contract Services	\$5,674.77
Executive Officer Travel	\$870.00
Funds Transfer	\$150,000.00
Telecommunications Contractor/Services	\$68.18
Tourism Officer Contract Services	\$2,100.00
Tourism Officer Travel	\$298.76
Total Operating Expenses	\$159,105.01
Net Profit	\$159,057.84

The below list outlines the Balance Sheet as at 31 March 2019

Balance Sheet	
NEWROC	
As at 31 March 2019	
Assets	
Bank	
NEWROC Funds #5557	\$28,132.45
Total Bank	\$28,132.45
Current Assets	
Sundry Debtors Control	\$177,812.50
Telecommunications (Schedule 6)	\$1,458.00
Total Current Assets	\$179,270.50
Total Assets	\$207,402.95
Liabilities	
Current Liabilities	
Gst Payable	\$11,266.84
Total Current Liabilities	\$11,266.84
Total Liabilities	\$11,266.84
Net Assets	\$196,136.11
Equity	
Current Year Earnings	-\$98,753.26
Retained Earnings	\$294,889.37
Total Equity	\$196,136.11

RESOLUTION:

That the income and expenditure and the profit and loss report as at 31 March 2019, as listed, be endorsed.

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

6. MATTERS FOR DECISION

6.1. NEWROC Strategic Planning

REPORTING OFFICER: Caroline Robinson
FILE REFERENCE: 041-5 Strategic and Future Planning
DISCLOSURE OF INTEREST: Nil
DATE: 16 April 2019
ATTACHMENT NUMBER:
CONSULTATION: Cr Davies
 Taryn Dayman
 RDA Wheatbelt
 Department of Local Government
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects as identified in February 2018:

NEWROC STRATEGIC PROJECTS – Status Report

Projects 2018	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> Discussion with Power Ledger following their presentation to Innovation Central Midlands MicroGrid Report released 	David Burton	BBRF - \$20,000 under Business Case (Announced Sept 2018)
	Additional Notes: Power Ledger, BSC, Shell and Western Power project proposal in Dalwallinu, Moora and Wongan Hills Ballidu Project aim is to provide more; Reliable, Affordable & Sustainable Energy in areas and promote future economic growth while empowering communities. Project focuses on peer-to-peer electricity trading across the regulated electricity network (utilising solar energy and batteries) MicroGrid Report Released			
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> Presentation to Executive at May Executive meeting by IWS Corporate Discussion regarding records management at Executive September meeting 	<ul style="list-style-type: none"> Three members progressing with IT Vision NEWROC EO would like members to explore what options could be pursued with the new Crisp Wireless service. This was also discussed with RDA Wheatbelt 	
3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> Executive working on charter and business plan (DRAFT) Meeting held with the Minister for Local Government February 2019 NEWROC Letter of thanks to the Minister for the meeting 	<ul style="list-style-type: none"> NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) ACTION – NEWROC to provide feedback on financial compliance and suggested amendments 		

			as well as projects we would use within a regional subsidiary structure	
	4. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> Crisp Wireless to develop a strategic infrastructure investment list to help the NEWROC identify where additional investment in the district is needed 	<ul style="list-style-type: none"> Continue to promote CW for sign ups Future tower list created John Nuttall	
2019	5. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years 	<ul style="list-style-type: none"> Sample job description developed for an engineer across the NEWROC 	REDS (focus is on job creation)
	6. Waste Investigation	<ul style="list-style-type: none"> Improving local waste sites Giles Perryman from ASK Waste Management, has been invited to the June NEWROC Council meeting 	<ul style="list-style-type: none"> Follow up phone call with Giles Perryman, current waste strategies sent to Giles NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board 	

Other NEWROC Projects	DETAILS	PROGRESS	FUTURE FUNDING
NEWTRAVEL multiplier effect study	Investigation	<ul style="list-style-type: none"> NEWTravel has discussed the multiplier effect study with the Wheatbelt Business Network 	
Youth Officer / Youth Projects			
NEWROC Health Strategy	Progress strategies	<ul style="list-style-type: none"> NEWROC EO is having a meeting with Anita (recipient of the Kununoppin Bonded Medical Scholarship) to discuss future GP role (postponed due to Anita's unavailability, rescheduled for early May) Contact made with WALGA. Friday 20 September planned for Wheatbelt Rural Health event. 	

Discussion from Executive meeting:

- 👉 Preference for an Engineer in the NEWROC (contractor or employee). Position could focus on tender documents, design etc
- 👉 Discussion regarding road construction and sealing amongst the Shire – completed in house and outsourced.

Update since the March NEWROC Executive Meeting:

NEWROC Waste

In preparation for the June meeting of Council in Koorda, Giles Perryman has asked for some information from members regarding the current waste sites:

- 👉 Are they staffed
- 👉 Do they charge gate fees, and if so what charges
- 👉 Typical tonnage of waste received
- 👉 Any key issues (enough space, getting waste covered, dumping of commercial waste (e.g. tyres, asbestos))

The NEWROC EO has asked Giles to visit the Koorda waste site with the Shire of Koorda prior to attendance at the NEWROC meeting.

NEWROC Engineer

- 👉 At the NEWROC Executive meeting, CEO's discussed the regional road construction crew project
- 👉 CEO's felt that a locally based engineer would be of more benefit at this point in time
- 👉 Draft engineer position description developed and submitted for discussion
- 👉 Funding for the position may be similar to NEWROC Health, to be discussed
- 👉 Location / residence to be discussed by members

NEWROC Health

- 👉 Kirstie Davies of WALGA has been contacted. NEWROC has requested a Wheatbelt Rural Health Forum.
- 👉 Date is Friday 20 September 2019 (member feedback sought)
- 👉 Venue – Wyalkatchem (member feedback sought)
- 👉 Possible presentations from:
 - St Johns Ambulance on their Country Ambulance Strategy
 - WACHS – doctors in hospitals, coordination of service delivery
 - Opportunity for group Q and A
 - Opportunity for the groups to identify challenges and opportunities – with WACHS present and participating
 - Any other presenters?

IT

- 👉 Members are asked to consider opportunities going forward with the competitive advantage the district now has with the Crisp Wireless internet service
- 👉 NEWROC EO has discussed the internet service with RDA Wheatbelt. They have suggested a conversation with Helen Morton in Pingelly to discuss their virtual retirement village concept which uses artificial intelligence in resident's homes to record their activities e.g. mobility,

interactions, eating etc. Could this be a discussion point with CEACA and also the NEWROC now that there is an improved internet service across the district?

- 👉 Additionally, the NEWROC EO has continued discussions with IWS Corporate in Perth regarding the delivery of IT support in the district for NEWROC members and also small businesses

OFFICER RECOMMENDATION:

That:

- 1) NEWROC Engineer job description is adopted and taken back to member Councils for further discussion and budgeting; and
- 2) NEWROC confirms the Wheatbelt Health Forum will proceed be held on Friday 20 September 2019 in Wyalkatchem

RESOLUTION:

NEWROC confirms the Wheatbelt Health Forum will proceed

Moved Cr O’Connell

Seconded Cr Sachse

Carried 6/0

Discussion:

- 👉 Shire of Koorda – loses power frequently, what is the timeframe for addressing the energy issue? NEWROC EO will follow this up and work out an action plan to progress the issue and in particular engagement with Western Power
- 👉 Discussion regarding the purpose and details of the NEWROC Engineer role
- 👉 Discussion regarding the Secondary Freight Network and co-contributions from Shires for the BBRF
- 👉 Could the co-contribution for the BBRF be the proposed NEWROC Engineer? NEWROC EO to follow up with the WDC
- 👉 NEWROC Engineer role would be for NEWROC members, alleviating the need to use external contractors
- 👉 Member Shires currently spend on average \$20,000 annually on external engineering sub contractors
- 👉 The position should include a coordination role amongst Works Managers

ACTION:

NEWROC EO to prepare some detailed work around the NEWROC Engineer role for discussion at the next Executive meeting, as well as in the future involving the Works Managers (when required)

- 👉 Health Forum – extend invites to local GP’s and ask them to also present, extend an invite to other Wheatbelt ROC’s, St John Ambulance Coordinators at Kununoppin and Wyalkatchem, Royal Flying Doctor
- 👉 WALGA will assist in planning and delivering the forum, focus is on service solutions, an agenda will be workshopped with the NEWROC CEO and NEWROC EO and brought back to the members
- 👉 NEWROC EO to ensure the local authorities / local decision makers are present, time for workshopping, presentations and a Q and A session
- 👉 Major issues in the NEWROC – GP’s at hospitals (particularly in Merredin) on weekends, increasing aged persons, reduction of new St Johns ambulance volunteers, new technologies

ACTION: NEWROC to work with WALGA on an Health Forum agenda

- 👉 Tech / IT Project – suggestion to establish a working group with technology skills and experiences to further this idea

ACTION: NEWROC EO to investigate the establishment of an IT steering group

ACTION: NEWROC EO to follow up with Mandy Walker from RDA Wheatbelt regarding the regional waste project

6.2. Telecommunications Project

FILE REFERENCE: 035-1 Grants General
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 16 April 2019
ATTACHMENT NUMBER: #1 Meeting Minutes Crisp Wireless and NEWROC
 #2 NBN Tower Upgrade
CONSULTATION: John Nuttall
 Taryn Dayman
 Dirk Sellenger
 Maree Gooch
 Leigh Ballard
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

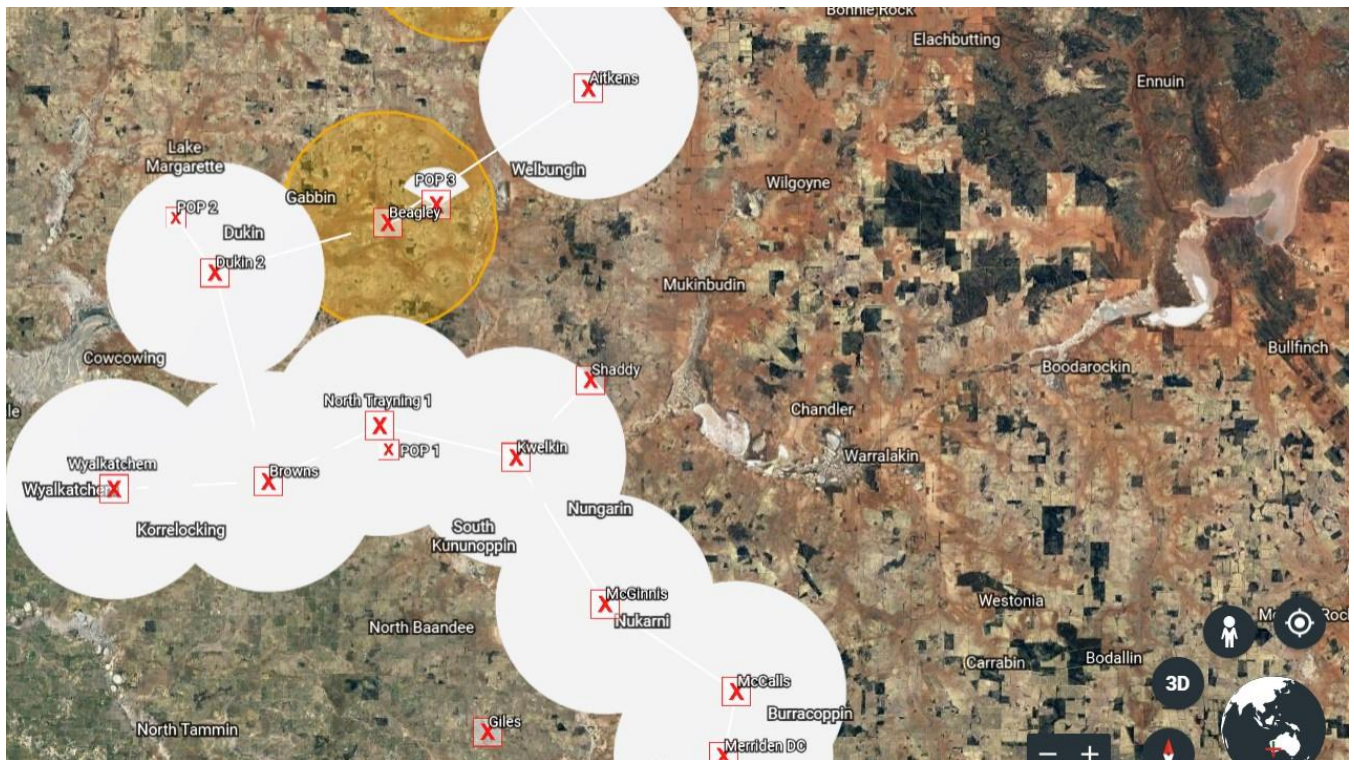
COMMENT

Discussion from Executive Meeting:

- 🔥 Shire of Mukinbudin Tower - POP Towers, point to point towers
- 🔥 Shire of Mukinbudin has phoned potential customers in target areas and supplied this information to Crisp Wireless
- 🔥 There could be the possibility of a tower between Nungarin and Mukinbudin to attract additional customers

Update since the Executive Meeting:

The Executive Officer requested a map from Crisp Wireless outlining the details of current towers. This information can assist with more targeted marketing. This information was circulated to CEO's on 5 April 2019.



- 👉 NEWROC CEO, NEWROC EO, Maree Gooch and Leigh Ballard met on Friday 12 April via video conference. Minutes attached.
- 👉 Emails and documents have been sent to Cullen Macleod
- 👉 Crisp Wireless attended the Wylie Fair. Training provided to Wyalkatchem CRC (albeit CRC Manager was not in full attendance)
- 👉 Tower locations provided by Crisp Wireless and NEWROC EO determining residences within the range for improved target marketing
- 👉 NEWROC EO has encouraged the Bencubbin CRC to sign up with Crisp Wireless as an agent – still to be followed through by the CRC
- 👉 Shire of Mukinbudin has provided names and addresses of potential residences within range of the Dease tower
- 👉 Crisp Wireless working with Derek Cronje (north west of Mukinbudin) to identify potential customers for a pop tower
- 👉 NEWROC EO has asked Wyalkatchem CRC to identify a date for Leigh Ballard to come to Wyalkatchem to meet with the CRC and D and D Transport to discuss VOIP and internet service (technical queries)
- 👉 Just over a 100 customers plus approximately six in sign up mode (coming on) and about 10 to be followed up by Crisp Wireless (order forms and T and C's sent to customers)
- 👉 NBN tower upgrade (Mukinbudin) attached information – impact on Crisp Wireless?

MOTION:

Cr Brown requested to remain in the meeting for discussions on this agenda item but will not have a vote on the item

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

OFFICER RECOMMENDATION:

That:

1. The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless
2. The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits
3. NEWROC members to discuss the pop towers in Mukinbudin and willingness to support these

RESOLUTION:

That:

- 1. The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless**
- 2. The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits**
- 3. NEWROC support the investigation into additional customers and pop towers in the Shire of Mukinbudin**

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

Discussion:

- 👉 Members discussed the POP towers (around the \$1000 mark each, requires power) in the Shire of Muckinbudin and the need to determine how many customers around the towers prior to progressing
- 👉 NEWROC EO met with Gordon Duffy, Wheatbelt Police to discuss the Police Stations coming on board
- 👉 Discussion regarding current sign ups and marketing of the service
- 👉 NEWROC EO to follow up the WDC regarding their support for a plan in their Merredin office
- 👉 Primary Schools in Trayning and Bencubbin would have to pay for the internet plans out of their own funds as it is not covered by the Department of Education – NEWROC EO to follow this up
- 👉 Discussion regarding the NBN Tower upgrade in the Shire of Muckinbudin - data capacity is full, plus there is no coverage in the southern and western areas of Muckinbudin (coverage north and east) so the tower upgrade will improve range
- 👉 NEWROC EO to note that some of the Crisp Wireless towers are not owned by Crisp Wireless, some are using existing infrastructure, this is relevant in discussions with Cullen Macleod

3.1. NEWTRAVEL

REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	19 March 2019
ATTACHMENT NUMBER:	#3 NEWTRAVEL Minutes General Meeting
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWTRAVEL held a general meeting on the 28 February 2019. The meeting included a strategic planning session. Some key discussion points were:

- 👉 Our biggest barrier is that the people we want to be members do not know of NEWTRAVEL and/or are not focused on tourism;
- 👉 Some felt that tourist still in general have a lack of understanding about the Wheatbelt Way and come out to the region not knowing about it;
- 👉 NEWTRAVEL need a 10 second pitch to its members;
- 👉 Currently who are our members? How much effort do we put in to members and what do we and they receive in return? i.e. Local Government are our biggest financial contributor for the least effort, small business are our smallest financial contributor for a large effort;
- 👉 Vouchers – the Mt Marshall system is successful; can we expand this to member businesses?;
- 👉 For the Organisation to continue to grow we need to have an “invest in us proposition”;
- 👉 Can we double the capacity of the Tourism Officer from 8 hours to 16 hours (at a cost of approximately ~\$12,000)?;
- 👉 Alternative income streams for NEWTRAVEL? Sponsorship, Grants, AGO?;
- 👉 Who is the beneficiary? Need to find a long-term partner and give them a value proposition i.e. BP/Great Southern Fuels, Bridgestone Tyres;
- 👉 More Training? Can NEWTRAVEL deliver this? Earn and income from this activity?;
- 👉 NEWTRAVEL need to get an icon (ie. Roger Federer to help raise profile); and
- 👉 The Wheatbelt Way is just one Tourism Product of NEWTRAVEL. Are there more that we can develop and promote?

Update since the NEWROC Executive Meeting

- 👉 Videoconference with NEWTravel Chair, NEWTravel EO, John Nuttall, Jaime Criddle, Rebecca McCall planned for Tuesday 30 April to discuss governance structure of NEWTravel and strategic direction going forward
- 👉 Videoconference with NEWROC EO, NEWTravel EO, Roe Tourism and RDA Wheatbelt to discuss a strategic tourism project, incorporating CRC's along the three self drive routes and a night time activity e.g. star gazing

The next NEWTRAVEL General Meeting will be held in Westonia at 10am on Thursday 5 July 2019.

RESOLUTION:

That the NEWTRAVEL minutes are received and the update since the NEWROC Executive Meeting is received

Moved Cr Sachse

Seconded Cr Brown

Carried 6/0

4. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

5. WALGA ZONE ISSUES

- ☀ Zone meeting on Wednesday 24 April
- ☀ Discussion regarding the GP attendance at Merredin Hospital on the weekend. Cr Sachse met with the Hon Mia Davies regarding the issue and she queried why a similar arrangement at the Northam Hospital could not be pursued
- ☀ Members discussed the proposed changes to the Local Government Act and in particular the Shire of Trayning raised elector training and nominees required to complete online training before local government elections and existing Councillors completing training too (once their term is finished, the Councillor is then classified as 'new')
- ☀ Membership fees will be likely to remain as is

6. OTHER BUSINESS

6.1. Wheatbelt CRC Strategy Day

Wheatbelt CRC's are invited to attend the third whole of Wheatbelt CRC meeting in Quairading on 17 May 2019 with the Wheatbelt Business Network. The intention of the day is to host the Minister for Regional Development, update CRC's on the AEC and WAEC work as well as host the Census team from Canberra who are looking to engage CRC's in Census 2021. Time will also be spent on helping CRC's determine their value proposition and develop further ideas for collaboration. Agenda is as follows:

10AM	Morning Tea
10.30AM	Welcome and Introduction by the WBN Chair, Amanda Walker
10.40AM	CENSUS Canberra Team (Australian Bureau of Statistics) Community Resource Centres being an Enabling Partner for Census 2020
11.50AM	WBN Update on AEC and WAEC Service Delivery (Caroline Robinson)
12.15PM	Hon Alannah MacTiernan MLC Minister for Regional Development <ul style="list-style-type: none"> - Presentation on the State Government priorities for regional development, where the State Government see's CRC's in helping to achieve these regional priorities - Q and A (10mins) on CRC's and regional development
12.45PM	Lunch
1.15PM	Nicholas Flanagan – Developing your CRC Value Proposition
2PM	CRC Success Stories – Social Media and Collaboration
2.15PM	Wheatbelt CRC Sub Regional Forward Planning <ul style="list-style-type: none"> - Celebrations, considerations, challenges - Identification of additional engagement opportunities / service delivery for Wheatbelt CRC's
3.15PM	Close

Tickets are available here (cost recovery price) – <https://tickets.evnto.com.au/PM32NP/wheatbelt-crc-strategy-day>

Members of local government and Councillors are welcome to attend.

6.2. CEACA

- 👉 Terry Waldron has been appointed as the new CEACA Independent Chair
- 👉 Cr Davies acknowledged and thanked Cr Shadbolt for all his work in the role of Acting Chair
- 👉 The CEACA EO has resigned

7. MEETING SCHEDULE

7.1. 2019 Meeting Schedule

28 May	Executive	Koorda
25 June	Council	Koorda
23 July	Executive	Mukinbudin
27 August	Council	Mukinbudin
24 September	Executive	Trayning
22 October	Council	Trayning
26 November	Executive	Wyalkatchem
10 December	Council	Wyalkatchem

8. CLOSURE OF MEETING

The Chair, Cr Davies thanked everyone for their attendance.

Members also thanked Gary Martin and Paul Sheedy for their Acting CEO roles as this was their last meeting.

Cr Davies closed the meeting at 3.41pm.

7.3.2 CEACA Executive Meeting Minutes – 12th April 2019	
Location:	Kellerberrin Recreation Centre
File Ref:	ADM 237
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	10 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	CEACA Executive Meeting Minutes
Documents Tabled:	Nil

Summary

A CEACA Executive Meeting was held on 12 April 2019 at the Kellerberrin Recreation Centre.

Officer Comment

The following items were included in the Minutes:

9. Business of the Meeting

- 9.1 Project Update (Financial) – Shire of Merredin
- 9.2 Project Manager's Update – Access Housing
- 9.3 Transfer of Crown Land - Merredin, Mt Marshall, Trayning and Westonia
- 9.4 Transfer of Land - Beacon
- 9.5 Transfer of Freehold Land – Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn
- 9.6 Transfer of Land - Wyalkatchem
- 9.7 Development of a Privacy Policy
- 9.8 Development of a Data Breach Response Plan
- 9.9 Application of Interest Earned from Funding for Stage 2 of CEACA
- 9.10 Establishing a Sales Price for Houses Under Construction
- 9.11 Management of CEACA Housing
- 9.12 Updated Wait Lists
- 9.13 Reimbursement Costs to Access Housing Australia
- 9.14 Insurance

10. Future Meetings of CEACA Executive Committee

- 22 May Executive
- 5 June Ordinary Merredin
- 14 August Executive
- 16 October Executive

OFFICER RECOMMENDATION**Council Decision Number -****Moved: Cr****Seconded: Cr****That Council receive the CEACA Executive Committee Meeting Minutes for 12th April 2019.****Carried /**

CENTRAL EAST AGED CARE
ALLIANCE INC EXECUTIVE
COMMITTEE

IN-PERSON MEETING

KELLERBERRIN RECREATION AND
LEISURE CENTRE AND
SHIRE OF KELLERBERRIN
COUNCIL CHAMBERS

FRIDAY 12 APRIL 2019,
COMMENCING AT 9.39AM

MINUTES

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Minutes

Central East Aged Care Alliance Inc (CEACA) Executive Committee Meeting

The meeting was held at the Kellerberrin Recreation and Leisure Centre (commencing at 9.39am) and then moved to the Shire of Kellerberrin Council Chambers (resuming at 11.14am)

1. OPENING AND ANNOUNCEMENTS

The Acting Chair, Gary Shadbolt, opened the meeting at 9.39am welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance - Members

Mr Gary Shadbolt, Executive Committee Member (Acting Chair)
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer
Mr Raymond Executive Committee Member

Ms Helen Westcott, Executive Officer

2.2 Attendance - Guests

Mr Greg Powell, CEO Shire of Merredin (joined the meeting via teleconference at 11.20am, leaving at 11.26am)
Mr Ralton Benn, Access Housing Australia (AHA) - AHA is CEACA's project manager for its aged housing project (joined the meeting via teleconference at 11.32am, leaving at 11.47am)

2.4 Apologies

Nil

3. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are

affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon*

Helen Westcott declares an interest with respect to Agenda Item 8.3.

4. PRESENTATIONS/MEETINGS

Nil

5. MINUTES OF MEETINGS

5.1 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 (Attachment)

The Minutes from the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 11 February 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Executive Officer Action Sheet as at 8 April 2019 2019 (Attachment)

Presenting the Executive Officer's Action Sheet as at 8 April 2019

RECOMMENDATION:

That the Action Sheet as presented be received.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Action Sheet as presented be received.

CARRIED

5.3 Executive Officer Report as at 8 April 2019

The Executive Officer provides the following report based upon key performance indicators (KPIs) developed as part of the current Executive Officer Services Contract (Part 8 Key Performance Indicators)

A. Governance

- a) Committee Meeting Agendas to be issued to members 5 Business Days prior to the meeting date – the meeting agenda for the Special Committee Meeting held Friday 12 April 2019 was issued in accordance with the benchmark set.
- b) Committee Meeting Minutes to be distributed in draft form no later than 7 Business Days after the meeting date – the minutes from the CEACA Committee Meeting held Tuesday 26 February were despatched within the timeframe required of the EOs KPIs.
- c) Executive Committee Meeting Minutes to be issued to the Executive for comment within 5 Business Days of the meeting and then re-distributed to the Committee Members no later than 7 Business Days after the meeting date – this benchmark was reached. The agenda and meeting papers for the CEACA Executive Committee scheduled for Friday 12 April 2019 were distributed outside the timeframe established for the Executive Officer's KPIs. However, in addition to this meeting the Executive Officer also had to prepare for a Special Meeting of the CEACA Committee on 12 April 2019, assist in the organisation of interviews for the position of Independent Chair to CEACA, seek out other parties/organisations that might be interested in managing CEACA's housing once construction is completed (as a consequence of Access Housing Australia no longer being able to assist CEACA in this regard) and other matters related to CEACA's housing (arranging quotes for insurance, sale of some of CEACA's houses etc) and land transfer matters. This has meant that some work was unable to be completed within the hours the Executive Officer is currently contracted to CEACA for.

B. Performance – (Facilitate and Communicate to Committee)

- a) Constitution Development and Sign off from Department – the working party tasked with reviewing CEACA's constitution met by teleconference on Monday 18 February 2019. The working party has requested some further revisions to the draft provided by Kott Gunning. As yet these have not been provided to Kott Gunning because the Executive Officer has been busy with other work. It is hoped that a further revision will be available shortly.
- b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption – work on developing a rent setting policy is underway. Until the CEACA Committee Meeting on 14 November 2018 the Executive Officer had also been working with Access Housing to develop a registration form to be used by all applicants for CEACA's aged housing. This work has been "put on hold" as per the meeting's decision and shown below:

*RESOLUTION: Moved: Rachel Kirby Secinded: Quentin Davies
That the matter lay on the table.*

CARRIED

Work around the sale of some of the CEACA housing has commenced (refer also to Agenda Item 9.10).

- c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform - work on this has yet to commence. It should be noted that this matter has been raised for discussion at a number of recent CEACA Committee Meetings, the

most recent being the meeting held Tuesday 26 February 2019, with little guidance from the Committee as a whole.

- d) The Intellectual Property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server – the Shire of Mukinbudin has agreed to assist the Executive Officer in meeting the KPI around backing up of CEACA documentation.

The most recent back-up was done on Monday 1 April, with a copy on external hard drive mailed to the Shire of Mukinbudin. The next back-up is scheduled for Monday 6 May 2019.

In addition to agreeing to back up CEACA's electronic records, the Shire of Mukinbudin has also agreed to house CEACA's minutes books. Work on binding the minutes has commenced.

The Executive Officer has also assisted in a number of other areas since the CEACA Executive Committee last met.

Commentary on these activities are provided below:

- **Assist CEACA in fulfilling its Commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project**

The work associated with meeting this objective has a number of tasks which must be undertaken if CEACA is to fulfil its responsibilities under the project's FAAs. Most recently this work has included:

- a) Work associated with the transfer of Crown Land to CEACA within the Shires of Merredin, Mt Marshall, Trayning and Westonia (refer also to Agenda Item 9.3).
- b) Work associated with the transfer of land currently owned by the Beacon Progress Association to CEACA (refer also to Agenda Item 9.4).
- c) Work associated with the transfer of freehold land owned by various members of CEACA to CEACA (refer also to Agenda Item 9.5).
- d) Work associated with the transfer of currently owned by the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA (refer also to Agenda Item 9.6).
- e) Working with the Shire of Merredin on the retention of interest earned (refer also to Agenda Item 9.9).
- f) Work associated with management of CEACA's housing once construction is completed (refer also to Agenda Item 9.11).
- g) Providing assistance to the Shire of Merredin where required.

- **Assist CEACA with Advocacy around CEACA and its Related Activities**

At the CEACA Committee Meeting held 26 February 2019 it was agreed that an invitation to WACHS Wheatbelt be extended for the June meeting of the CEACA Committee. An invitation to Sean Conlan, Regional Director WACHS Wheatbelt, has yet to be extended.

- **Other Activities related to CEACA's Operations**

- a) The Executive Officer has completed her training on managing the CEACA website but has not done any work around updating its contents due to time constraints.
- b) CEACA's Facebook page is now live and receiving "likes". Updates, prepared by Market Creations, are being uploaded on a regular basis. The updates are

reviewed by the A/Chair prior to their uploading. It should be noted that the website remains relatively static and the page itself does not contain any information relating to obtaining information re applications etc as CEACA's Privacy Policy is yet to be completed and uploaded.

Work has been done to improve CEACA's visibility on Facebook. Given that a number of questions have been posted on CEACA's Facebook page means that access to/visibility of the Facebook page has improved.

All questions posted on Facebook have been answered (all answers were reviewed by the A/Chair prior to their posting).

- c) Implications of GST for the CEACA Seniors Housing Project/registration of CEACA as a registered Charity - following the CEACA Committee Meeting on 26 February 2019 the Executive Officer provided Deloitte's with information on each of CEACA's Committee Members. No further work on these matters can be undertaken until CEACA has adopted a new constitution (refer also to Agenda Item 9.6).
- d) Funding for the CEACA Seniors Housing Project - Building Application Fees (refer also to Agenda Item 9.2).
- e) Work associated with the appointment of an Independent Chair to CEACA.
- f) Development of a Privacy Policy for CEACA (refer also to Agenda Item 9.7).
- g) Because CEACA has as yet been unable to enter into a management agreement for its housing once construction is completed the Executive Officer, as a precautionary measure, sought quotes from its insurer for the housing should CEACA take ownership of the housing before any agreement is entered into. The insurance is being sought on a site by site basis. The process was commenced in February 2019 and will form a late agenda item for the meeting.

RECOMMENDATION:

That the Executive Officer's report as presented be received.

RESOLUTION:

Moved: Ken Hooper

Seconded: Raymond Griffiths

That the Executive Officer's report as presented be received.

CARRIED

6. MATTERS FOR NOTING

Nil

7. CHAIR'S REPORT

The Acting Chair will provide a verbal report to the meeting.

Gary Shadbolt advised that he had been involved in much of what had been reported by the Executive Officer in her two reports, attending a number of meetings in Perth with the Executive Officer on the various matters outlined in the reports.

RECOMMENDATION:

That the Chair's Report to the Central East Aged Care Alliance Executive Committee be received.

FINAL DRAFT

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Chair's Report to the Central East Aged Care Alliance Executive Committee be received.

CARRIED

FINAL DRAFT

8. CEACA FINANCE

8.1 Financial Statement for the Period to 28 February 2019

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 3 April 2019

Attachments: Nil

Background:

Presenting the financial statements for the period ending 28 February 2019.

Executive Officer Comment:

The financial statement for the period ending 28 February 2019 is presented in a format with year to date budget and also includes the budget amendments approved by the CEACA Committee on 26 February 2019.

Included in the financial statement for the first time is expenditure related to the transfer of land both the Crown Land transfers and the Beacon Progress Association land. These items are treated as Non-Current Assets. All costs associated with the transfers are to be reimbursed by the affected member Councils.

The profit and loss together with the balance sheet for the period ending 28 February 2019 are provided below. In regard to the profit and loss statement this has been reformatted to provide headings and sub totals and does not include expenditure related to the acquisition of assets.

In the balance sheet it will noted that for the first time it includes non-current assets which relate to the acquisition of land.

RECOMMENDATION:

That the Financial Statement for the period ending 28 February 2019, as presented, be received.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Financial Statement for the period ending 28 February 2019, as presented, be received.

CARRIED

Central East Aged Care Alliance Inc					
ABN 40 792 001 012					
Statement of Receipts & Payments to 28 February 2019					
Account Description	Budget 2018/2019	YTD Budget	YTD Actual	Variance \$	Comments
Governance					
0500 General Subscriptions	220,000	\$ 220,000.00	220,000.00	\$ -	All annual contributions have been paid
0502 Other Income	10,000	\$ 10,000.00	10,000.00	\$ -	Wyalkatchem contribution paid
0575 Interest Received	800	\$ 534.00	611.65	\$ 77.65	
Reimbursement Land Purchase and Settlement Costs	15,000	\$ 15,000.00		\$ 15,000.00	Invoices for reimbursement have not been raised
Project					
0519 Project and Consultancy Fund	-				
GST Output Tax			23,000.00		
GST Refunds			6,010.00		
Total Receipts	245,800	245,534.00	259,621.65		
Governance					
Chair					
1716 Chair - Meeting Fees	15,000	\$ 3,000.00	-	3,000.00	No Chair has been appointed
1717 Chair - Travel and Accommodation	1,300	\$ 260.00	-	260.00	No Chair has been appointed
1715 Chair - Other	1,000	\$ 1,000.00	3,044.32	- 2,044.32	Cost of advertising and Meeting Expenses with A/Chair
Chair Training	1,000	\$ -	-	-	
Executive Officer					
1719 Executive Officer - Professional Services	83,000	\$ 55,000.00	\$ 50,067.50	4,932.50	EO services are paid as a fixed amount per month commencing July 2018 however June 2018 payment included which was not as much as budgeted
1720 Executive Officer - Travel and Accommodation	9,000	\$ 4,600.00	\$ 6,249.37	1,649.37	EO has been required to make more trips than was budgeted. Also it was expected that some of the travel costs would be shared with the Chair who has not been appointed
1714.0 Executive Officer - Technology and Administration Charge	2,000	\$ 1,332.00	\$ 1,135.33	196.67	This amount is paid as a fixed charge per month
1721 Executive Officer - Office Expenses	1,000	\$ 600.00	\$ 428.46	471.54	
1722 Executive Officer - Other	500	\$ 315.00	\$ 59.80	255.20	
Executive Officer - Training	1,000	\$ 200.00	\$ -	200.00	
Financial Management					
1723 Financial Services - Accounting Fees	4,000	\$ 2,900.00	\$ 2,301.19	598.81	
1724 Financial Services - Bank Fees and Charges	100	\$ 68.00	\$ -	68.00	
1725 Financial Services - Audit Fees	800	\$ 800.00	\$ 757.60	42.20	
Committee Expenses					
1726 Committee Meeting Expenses - Catering and Venue Hire	4,000	\$ 2,200.00	\$ 2,350.99	150.99	Less meetings are now held via teleconference
1727 Committee Meeting Expenses - Teleconference	1,700	\$ 1,273.00	\$ 461.97	811.03	Legal expenses have been incurred for the Wyalkatchem Development Agreement, Constitution, Privacy Policy and Head Lease Agreement with Access Housing
1728 Committee - Legal Expenses	40,000	\$ 22,666.00	\$ 23,246.30	580.30	
1718 Committee Training Expenses	2,000	\$ 1,000.00	\$ -	1,000.00	
1755 Committee - Insurance	6,000	\$ 4,500.00	\$ 4,964.14	464.14	
1844 Committee - Governance Other	500	\$ 315.00	\$ 196.37	118.63	
Marketing and Communications					
1738 IT - Costs Office 365 Implementation and Management	2,500	\$ 1,800.00	\$ 823.80	976.20	Progress on the development of Facebook and the website is not as advanced as was anticipated, however work was undertaken in December and will be reflected in February accounts
1711 Facebook Account Setup and Management	3,500	\$ 3,000.00	\$ 1,300.00	1,700.00	
1850 CEACA Website Setup and Content Management	4,000	\$ 2,800.00	\$ 900.00	1,900.00	
Project and Consultancy					
1840 Consultancy General	4,000	\$ 2,200.00	-	2,200.00	No consultancy work has been required to date
1841 Business Case Consultancy	35,000	\$ 25,000.00	11,025.00	13,975.00	It was agreed the business case for BBRF would not proceed. The funds have however been expended on work associated with GST (Deloitte's) and related issues
1842 CEACA Funding Opportunities	-	\$ -	-	-	
1843 CEACA Advocacy	1,000	\$ 200.00	-	200.00	
CEACA Housing Project					
Management of Housing Loss 2018/2019	6,000	\$ -	-	-	
Non-Current Assets					
Purchase of Land	10,000	\$ 10,000.00	80.00	9,920.00	Beacon land transfer has not been finalised. Cost will be reimbursed by Shire of Mt Marshall
Settlement Costs Land Purchase	5,000	\$ 5,000.00	8,572.55	3,572.55	Crown Land Transfers have been finalised. Costs will be reimbursed from affected member Shires
GST Input Tax			11,235.43		
ATO Payments			17,124.00		
Total Expenditure	244,900	152,029.00	146,024.32		
Net receipts/(Payments)	900	\$ 93,505.00	\$113,597.33		
Opening Cash Balance	\$ 35,062	\$ 35,052.00	\$ 67,778.55		
Cash Balances 1 July 2018	\$ 35,962	\$ 128,557.00	\$181,375.88		
		\$ 3,304.42	Westpac 21-8527		
		\$ 178,071.46	Westpac 21-8535		
		\$ 181,375.88			

Profit and Loss	
Central East Aged Care Alliance (Inc)	
1 July 2018 to 28 February 2019	
	28 Feb 19
Income	
A. Governance	
Governance - General Subscriptions	\$220,000.00
Interest Received	\$611.65
Other Income	\$10,000.00
Total A. Governance	\$230,611.65
Total Income	\$230,611.65
Gross Profit	\$230,611.65
Less Operating Expenses	
C. Governance Chair	
Governance-Chair: Other	\$3,044.33
Total C. Governance Chair	\$3,044.33
D. Governance Executive Officer	
Governance-Exec Off: Office Exp	\$128.46
Governance-Exec Off: Other	\$59.80
Governance-Exec Off: Prof Fees	\$50,067.50
Governance-Exec Off: Travel & Accommodation	\$6,249.37
Governance-Exec Officer - Technology & Administration	\$1,135.33
Total D. Governance Executive Officer	\$57,640.46
E. Governance Financial Management	
Governance-Fin Serv: Acc Fees	\$2,301.19
Governance-Fin Serv: Audit Fees	\$757.80
Total E. Governance Financial Management	\$3,058.99
F. Governance Committee Expenses	
Committee - Governance Other	\$196.37
Committee - Legal Expenses	\$23,246.30
Governance-Meeting Exp: Catering & Venue	\$2,351.00
Governance-Meeting Exp: Teleconference	\$461.97
Insurance	\$4,964.14
Total F. Governance Committee Expenses	\$31,219.78
G. Governance Marketing and Communications	
Facebook Account Setup	\$1,300.00
IT - Cost Office 365 Implementation & Management	\$823.80
Marketing	
Website & Development	\$900.00
Total G. Governance Marketing and Communications	\$3,023.80
H. Projects - Project and Consultancy	
Project Expenses - Bus Case Consultancy	\$11,025.00
Total H. Projects - Project and Consultancy	\$11,025.00
Total Operating Expenses	\$109,012.36
Net Profit	\$121,599.29

Balance Sheet	
Central East Aged Care Alliance (Inc)	
As at 28 February 2019	
	28 Feb 2019
Assets	
Bank	
Central East Aged Care Allian	\$178,071.46
Central East Aged Care Allianc	\$3,304.42
Total Bank	\$181,375.88
Non-current Assets	
Lot 152 Bencubbin - Mt Marshall	\$8,556.11
Lot 300 - Trayning	\$11,103.61
Lot 31 (3) Rowlands Str Beacon - Mt Marshall	\$80.00
Lot 40 Beacon - Mt Marshall	\$6,518.11
Lot 500 - Merredin	\$159,238.62
Lot 501 - Westonia	\$13,651.12
Total Non-current Assets	\$199,147.57
Total Assets	\$380,523.45
Liabilities	
Current Liabilities	
GST	-\$1,587.35
Total Current Liabilities	-\$1,587.35
Total Liabilities	-\$1,587.35
Net Assets	\$382,110.80

8.2 List of Accounts Paid

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 3 April 2019

Attachments: Nil

Background:

The accounts paid during the period 1 February 2019 to 31 March 2019 are presented for the Executive Committee's endorsement.

Accounts Paid:

Cheque	Date	Payee	For	Amount incl GST
EFT	080219	Up to Date Accounting	Accounting Services December 2019	264.00
EFT	080219	Market Creations	Facebook set up and content creation January 2019	286.00
EFT	130219	BHW Consulting	Professional Services, Phone Internet and Travel/Accommodation and Reimbursements January 2019	7,712.43
Cheque 002	140219	Department of Finance	Duty on Crown Land transfers	3,999.50
EFT	180219	Succulent Foods	Catering CEACA Executive Committee Meeting 11 February 2019	65.00
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30
EFT	180219	Department of Planning, Lands and Heritage	Purchase price, documentation preparation and title lodgement fee Crown Land	708.30

		and Heritage	and title lodgement fee Crown Land	
EFT	180219	Bresland Insurance	Additional Public and Products Liability Insurance for 2018/2019	595.00
Direct Debit	180219	Market Creations	Monthly Fee Office 365 License	20.46
EFT	250219	Kott Gunning	Legal Services Purchase of Crown Land	1,403.27
EFT	250219	Up to Date Accounting	Accounting Services January 2019	211.20
EFT	250219	Kott Gunning	Legal Services Wyalkatchem Agreement	486.09
EFT	280219	Marketforce	Advertising for Chair	3,276.85
EFT	280219	Wegners Rural	Catering CEACA Meeting 260219	450.45
EFT	120319	Up to Date Accounting	Accounting Services March 2019	343.20
EFT	120319	Redback Conferencing	Teleconference on 18 February 2019	44.98
Direct Debit	180319	Market Creations	Monthly Fee Office 365 License	20.46
Direct Debit	210319	Westpac	Bank Fee for Security Package	66.00
EFT	210319	BHW Consulting	Professional Services, Phone Internet and Travel/Accommodation and Reimbursements February 2019	8,079.49
EFT	260319	Market Creations	Facebook set up and content creation February 2019	286.00
EFT	260319	Kott Gunning	Legal Services Agreement with Access Housing and Constitution	6,294.94
EFT	260319	Deloitte's	Accounting Services Input Tax Credit Recovery and Review and Provision of Advice on AHA Agreement	9,817.50
				TOTAL \$47,264.30

Executive Officer Comment:

No further comment.

RECOMMENDATION:

That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$47,264.30 be endorsed.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Accounts Paid for the period 1 February 2019 to 31 March 2019 totalling \$47,264.30 be endorsed.

CARRIED

FINAL DRAFT

8.3 Payment of Account for Executive Support Services

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Helen Westcott and Bruce Wittber through BHW Consulting provides Executive Support Services to CEACA

Date: 3 April 2019

Attachments: Invoice 389 - Professional Services March 2019 and various reimbursements

Background:

The CEACA Committee Meeting held Thursday 17 September 2015 in relation to a process for authorising the payment of accounts resolved as follows:

RESOLUTION: Moved: Ken Hooper Seconded: Rob Breakell
That the CEACA Executive Committee recommends to the CEACA Committee that the Executive Committee be given, under clause 12.5 of the CEACA Constitution, delegated authority to approve and pay all accounts received for payment.

CARRIED

Executive Officer:

The attached account relates to Executive Support Services for March 2019. It should be noted that a further invoice relating to reimbursement of expenses incurred by BHW Consulting will be prepared later in the month.

RECOMMENDATION:

That the Executive Committee approve for payment following invoice from BHW Consulting for Executive Support Services

- Invoice 389 - Professional Services March 2019 totalling \$7,314.66.

RESOLUTION: Moved: Rachel Kirby Seconded: Raymond Griffiths
That the Executive Committee approve for payment following invoice from BHW Consulting for Executive Support Services

- **Invoice 389 - Professional Services March 2019 totalling \$7,314.66.**

CARRIED

At this point in the meeting, the Executive Committee considered Agenda Items 9.3 and 9.4 but for ease of reading are recorded in chronological order.

The meeting adjourned at 9.52am

The meeting resumed at 11.14am, considering Agenda Item 9.1

9. BUSINESS OF THE MEETING

9.1 Project Update (Financial) – Shire of Merredin

Author: Greg Powell, CEO Shire of Merredin
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 April 2019

Attachments: Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 2 April 2019

Background:

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAA) with the Department of Regional Development in respect to the CEACA Seniors Housing Project.

Executive Officer Comment:

A copy of the financial statement as at 2 April 2019 forms an attachment to the meeting agenda.

Following receipt of the statement of income and expenditure the Executive Officer emailed the CEO Shire of Merredin, Greg Powell, to see whether he wished to add any comment around the figures provided and also whether he wished to make comment on the yellow highlighted section shown below and taken from Ralton Benn's most recent monthly report (refer also to Agenda Item 9.2).

Risk and Issues Arising

Risk/Issue	Management Strategy	Owner	Status
Land Ownership	CEACA, Shires, Land Owners and the HA to resolve land ownership agreements	CEACA	Open
Site Servicing Budget Risk	Update the Site Assembly Report on the outcomes of the site investigations and Shire consultations. Commence discussions with utility/network owners	AHA	Closed
Construction Budget Risk	Install financial management process to track construction costs against budget Install change management process with the D&C Contractor	AHA/CEACA	Open
Handover Risk	Confirm service delivery methods prior to handover.	CEACA	Open

Greg Powell's response provided by email on 2 April 2019 is provided below:

I am advised that there is sufficient funds to meet the next 2 and possibly 3 payments from Pindan which are running at around \$1.2M per month.

Should CEACA not be able to meet the criteria for drawing down payment 5 – and acknowledging that the approval process takes around 4 weeks, then the Shire of Merredin will have no alternative but to not make payment to Pindan and then be in technical breach of the contract.

The Shire of Merredin is not in a financial position to underwrite this project should CEACA not meet its obligations in respect to this.

CEACA appears not to have made progress in order to make houses available for sale which, with the sale of up to 7 at least, may have provided a stop gap funding mechanism. Neither has it taken steps to secure funding on the open market using the assets as security.

I don't believe I can overstate the need to resolve these issues as soon as possible. It would most unfortunate to see this, albeit difficult, project stumble at its near conclusion.

It should be noted that the Executive Officer has advised CEACA on a number of occasions of the issues raised above and that with the Acting Chair has been working to secure a management agreement that will allow for the drawing down of payment 5.

Greg Powell, CEO Shire of Merredin, joined the meeting by teleconference at 11.20am

Additional Meeting Comment:

The Acting Chair sought further comment from Greg Powell on the Shire's financial report as at 2 April. Greg Powell advised as follows:

- Currently CEACA has sufficient funds to meet the next two monthly payments before it exhausts its projects funds.
- In order to keep the project "in the black" CEACA must have access to the remaining project funds. This means for Payment 5 to be drawn down CEACA must have a management plan in place or at the very least "in principle" agreement with an appropriate body to manage the houses. In addition, it must have 36 houses completed.
- CEACA's cash flow issues could be resolved through the sale of some of the houses as per the FAA for the project;
- The Shire of Merredin does not have the capacity to underwrite the project. It does not have that level of cash reserves; and
- The timeframe for all this to occur in is about two (2) months.

Raymond Griffiths raised the matter of securing funding on the open market using the assets as security, noting that CEACA had only just taken ownership of some of the land upon which its houses were being constructed upon. Greg Powell responded by commenting that CEACA should still begin a conversation with the banks to see what options are available to it.

Greg Powell also commented that CEACA needed to finalise its rental policy.

Greg Powell left the meeting at 11.26am.

FINAL DRAFT

RECOMMENDATION:

That the Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 31 January 2019 provided by the Shire of Merredin be received, with the Executive Officer to circulate the financial statement to all Committee Members.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Central East Aged Care Alliance Inc Statement of Income and Expenditure as at 31 January 2019 provided by the Shire of Merredin be received, with the Executive Officer to circulate the financial statement to all Committee Members.

CARRIED

Ralton Benn joined the meeting by teleconference at 11.32am.

FINAL DRAFT

9.2 Project Manager's Update – Access Housing

Author: Ralton Benn, Project Manager Property Assets Access Housing Australia
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 28 March 2019

Attachments: Monthly Report as at 28 March 2019

Background:

As part of its role in providing project management services to CEACA, Access Housing Australia (AHA) has undertaken to provide written monthly activity reports to CEACA.

Executive Officer Comment:

A copy of the report forms an attachment to the meeting agenda.

The Executive Officer believes the Executive Committee should discuss the concerns raised by Greg Powell, CEO Shire of Merredin, in Agenda Item 9.1.

There should also be discussion on the issue of "handover risks".

In addition to the attached report, Ralton Benn has also requested that CEACA give consideration as to how it wishes "handover" of the various sites to be achieved. It is suggested that handover be done on a site by site basis. This would mean that as each site is completed handover from Pindan to CEACA would occur.

Should CEACA agree to handover in this way it is likely that Pindan will alter its building program to allow this to occur.

Additional Meeting Comment:

Ralton Benn reiterated Greg Powell's comments around the urgency to secure the final project payments.

Ralton Benn also noted that CEACA needs to be clear about the additional funds that will be required from the Shires of Merredin, Mt Marshall, Nungarin and Westonia for works that fell outside the original scope of works.

RECOMMENDATION:

That:

1. The Project Manager's report be received, with the Executive Officer to circulate the report to all Committee Members; and
2. CEACA agree to handover from Pindan Constructions on a site by site basis.

RESOLUTION: **Moved: Ken Hooper** **Seconded: Raymond Griffiths**

That:

- 1. The Project Manager's report be received, with the Executive Officer to circulate the report to all Committee Members; and**
- 2. CEACA agree to handover from Pindan Constructions on a site by site basis.**

CARRIED

Ralton Benn left the meeting at 11.47am.

FINAL DRAFT

9.3 Transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 February 2019

Attachments: Nil

Background:

The Executive Officer lodged all papers relating to the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA with the Office of State Revenue for assessment of stamp duty, ahead of 20 February 2019 as required.

Since then, the Department of Planning, Lands and Heritage (DPLH) has advised that approval has been granted for transfer of Crown Land within the Shire of Westonia to CEACA's ownership for use in the CEACA Seniors Housing Project.

Executive Officer Comment:

Finalisation of the transfers is now completed, with CEACA now the owner of the land upon which CEACA is building (or can build) its aged housing on in Beacon, Bencubbin, Kununoppin, Merredin and Westonia. Certificates of Title have been issued for all sites, with the titles being held for safe keeping with Westpac, CEACA's banker.

This marks the completion of the work associated with the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA.

RECOMMENDATION:

That the Executive Officer's report on the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA be noted.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That the Executive Officer's report on the transfer of Crown Land within the Shires of Merredin, Mt Marshall, Trayning and Westonia to CEACA be noted.

CARRIED

9.4 Transfer of Land from the Beacon Progress Association to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 February 2019

Attachments: Nil

Background:

As members of the CEACA Executive Committee are aware, the Beacon Progress Association (BPA) is making available land it owns available for the CEACA Seniors Housing Project.

Executive Officer Comment:

Following the signing of transfer documents by CEACA's Secretary and Treasurer at the CEACA Executive Committee Meeting on 11 February 2019 the Executive Officer gave all the papers to representatives from Kott Gunning to finalise the transfer of ownership from the BPA to CEACA.

Kott Gunning then sent the documents to the BPA with instructions of what was required of the Association to finalise the transfer of ownership.

The BPA has only recently returned the relevant documents to Kott Gunning. Unfortunately, not all the necessary were provided, including the Certificate of Title for the land being purchased from the BPA.

Whilst the matter is in hand, the timeframe for completion of the work is tight because settlement date is due on or before 17 April 2019. According to the Contract between CEACA and the BPA, settlement date is *"within 30 days from the date of acceptance of Contract or such earlier date as mutually agreed by parties."*

As the BPA signed the Contract on 18 March 2019, settlement date is due on or before 17 April 2019.

RECOMMENDATION:

That the Executive Officer's report on the transfer of land from the Beacon Progress Association to CEACA be noted.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the Executive Officer's report on the transfer of land from the Beacon Progress Association to CEACA be noted.

CARRIED

The Chair adjourned the meeting at 9.52am

The meeting resumed at 11.14am

9.5 Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 8 April 2019

Attachments: Nil

Background:

Work has commenced on the transfer to CEACA of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn. Other than to seek approval for use of CEACA's common seal in the transfer of ownership process the Executive Officer has to date not been involved in this particular land transfer process. This work has been undertaken by Access Housing Australia, as project manager for the CEACA Seniors Housing Project.

Executive Officer Comment:

In Section 1.3 of the Project Manager's Report for March 2109, Ralton Benn writes:

"Shires gifting Freehold land are again urged to ensure all the relevant processes are in place to transfer the new title one it's in place."

The Executive Officer believes that those Shires gifting land should be reminded of their responsibilities in this regard. Land tenure issues must be resolved as quickly as possible (along with many others it must be said) in order for CEACA to be in a position to effect a management agreement, allow for sale and rental of its houses stock once it is completed and ready for occupancy.

The Executive Officer seeks direction as to what the Executive Committee wants done with respect to the above matter. It is a matter which should be given priority as construction at some sites nears completion.

The matter is presented for discussion and decision.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That:

1. Raymond Griffiths be delegated to make email contact with BAFC Settlements to determine the status of transfer to CEACA of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn; and
2. The CEACA's Executive Officer be cc'd in all emails on this matter.

CARRIED

9.6 Transfer of Land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA – Update of Process

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 8 April 2019

Attachments: Nil

Background:

As members of the CEACA Executive Committee are aware, CEACA has an agreement with the Wyalkatchem Seniors Citizens Housing Trust Inc (WSCHTI) with respect to land it currently owns and upon which CEACA is constructing four (4) of its independent living units (ILUs). This land will transfer to CEACA's ownership once construction of the ILUs is completed and the land has been strataed.

Executive Officer Comment:

CEACA's lawyers, Kott Gunning, have been instructed to undertake all work associated with the transfer of land ownership from the WSCHTI to CEACA.

Work has commenced, with Kott Gunning in communication with the surveyors engaged to work on the strata title development of the land in question prior to transfer of ownership.

The Executive Officer understands that both the WSCHTI and the Shire of Wyalkatchem are aware of the work being undertaken in relation to the land transfer.

RECOMMENDATION:

That the Executive Officer's report on the transfer of land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA be noted.

RESOLUTION: Moved: Rachel Kirby Seconded: Raymond Griffiths

That the Executive Officer's report on the transfer of land from the Wyalkatchem Seniors Citizens Housing Trust Inc to CEACA be noted.

CARRIED

9.7 Development of a Privacy Policy for CEACA

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 8 April 2019

Attachments: Draft Privacy Policy

Background:

The development of a privacy policy for CEACA was considered by the CEACA Executive Committee when it met on Thursday 31 May 2018, with the Executive Committee resolving as shown below:

RESOLUTION: Moved: Raymond Griffiths Seconded: Rachel Kirby
That the issue of the privacy policy be deferred for consideration at the next Executive Committee Meeting.

CARRIED

The matter was considered by the Executive Committee when it met on Wednesday 25 July 2018, at which time it was resolved as follows:

RESOLUTION: Moved: Ken Hooper Seconded: Raymond Griffiths
That CEACA accept the quotation provided by Kott Gunning to assist in developing its Policy and Privacy Statement for a fixed fee of \$1,500 plus GST, noting that the quoted fixed fee of \$1,500 plus GST covers:

1. *Kott Gunning taking instructions from CEACA with respect to the drafting of a Privacy Policy and Privacy Statement;*
2. *Correspondence and phone calls and attendances from CEACA to clarify and develop a privacy policy for CEACA; and*
3. *Drafting the Policy and Privacy Statement.*

CARRIED 3/1

Executive Officer:

A draft private policy has been finalised and forms an attachment to the meeting agenda.

The policy as attached is simple and easy to understand.

Given that CEACA's Facebook page is generating interest it is inevitable that its webpage will also see more activity.

The Executive Officer believes that the privacy policy should be finalised and uploaded without delay.

RECOMMENDATION:

That CEACA adopt the privacy policy as prepared by Kott Gunning Lawyers and instruct Market Creations to upload the policy onto the CEACA website as soon as practical.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Raymond Griffiths**
That CEACA adopt the privacy policy as prepared by Kott Gunning Lawyers and instruct Market Creations to upload the policy onto the CEACA website as soon as practical.
CARRIED

FINAL DRAFT

9.8 Development of a Data Breach Response Plan (Response Plan) for CEACA

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 9 April 2019

Attachments: Nil

Background:

The matter of CEACA developing a data response plan should CEACA experience a breach in its data security was first raised by the Executive Officer at the CEACA Executive Committee Meeting held Thursday 31 May 2018 as part of discussions around the requirement for CEACA to develop a privacy policy. At this time the Executive Officer advised that CEACA's insurer, the Bresland Group, had made available a data breach policy which CEACA could amend to suit its particular circumstances.

Following discussion on the need for a data response plan, the CEACA Executive Committee resolved as shown below:

RESOLUTION: Moved: Ken Hooper Seconded: Rachel Kirby

That the CEACA Executive Officer prepare a draft data breach response plan (response plan) for CEACA for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 September 2018, with the response plan based upon on one provided by the Bresland Insurance Group.

CARRIED

Executive Officer:

Work on a data breach response plan has not been undertaken to date as a consequence of other major issues requiring the Executive Officer's attention.

With the increase in activity on the CEACA Facebook page and the potential for increased activity on the CEACA webpage, the Executive Officer believes preparation of a plan should be given priority.

As such, the Executive Officer seeks reaffirmation from the CEACA Executive Committee for the its resolution taken at the CEACA Executive Committee Meeting held 31 May 2018.

RECOMMENDATION:

That:

1. The CEACA Executive Committee reaffirms its request for the Executive Officer to prepare a draft data breach response plan for CEACA's consideration; and
2. A draft data breach response plan based upon on one provided by the Bresland Insurance Group be prepared for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 June 2019.

RESOLUTION: **Moved:** Rachel Kirby **Seconded:** Ken Hooper

That:

1. The CEACA Executive Committee reaffirms its request for the Executive Officer to prepare a draft data breach response plan for CEACA's consideration;
2. A draft data breach response plan based upon on one provided by the Bresland Insurance Group be prepared for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 June 2019; and
3. Work on the preparation of a draft data breach response plan commence after CEACA has entered into a management agreement for its aged housing.

CARRIED

FINAL DRAFT

9.9 Application of Interest Earned from Funding for Stage 2 of the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

As the Executive Committee is aware, with assistance from Hon Darren West MLC, CEACA has been able to secure the Minister for Regional Development's agreement that CEACA can retain the interest earned on the funds provided for CEACA's aged housing project. Confirmation of this achievement received by the Shire of Merredin just prior to Christmas last year.

Notification of CEACA's ability to retain the interest earned came by way of correspondence from the Department of Primary Industries and Regional Development (DPIRD). The correspondence explained that whilst CEACA could retain the interest a variation to the Financial Assistance Agreement (FAA) would be required to determine how these funds could be spent.

The Executive Officer was requested to respond to the letter from DPIRD. In an email to Lorraine Fernandez dated 20 January 2019 the Executive Officer responded as follows:

Hello Lorraine

I refer to correspondence from Brett Sabien to Greg Powell, CEO Shire of Merredin, dated 13 December 2018 approving the request from the Central East Aged Care Alliance Inc (CEACA) to retain the interest earned from the CEACA Seniors Aged Housing Project funding.

A copy of the correspondence forms an attachment to my email.

I have been requested to contact you in regard to Mr Sabien's correspondence.

CEACA is grateful for the Minister for Regional Development's agreement to CEACA's request to retain the interest that accrues on the Royalties for Regions Funding for its aged housing project.

CEACA is, however, unsure as to why a further variation to the Financial Assistance Agreement (FAA) is required because the current FAA covers the use of interest accrued.

At the time CEACA was directed to return some of its original funding allocation the requirement to return any interest accrued was not contemplated. As a consequence, all of CEACA's subsequent project budgeting has been around the inclusion of interest in its remaining allocation for completion of the CEACA Seniors Housing Project. In fact, all budgeting has been made on this basis.

This is in accordance with Clause 4.1 (Use of funding) of both FAAs 1 and 2 for the CEACA Seniors Housing Project. In each case 4.1 (a) states that:

“The Recipient must use the Funding (and any interest which accrues on the Funding) for the carrying out of the project in accordance with this Agreement and the Project Budget. All this expenditure must be effected in a commercially prudent, sensible and reasonable manner.”

The revised FAA for Stage 2 of the CEACA Seniors Housing Project did not vary this clause and we have received no notification of any change to the condition subsequently. As evidence of this fact, a copy of the revised FAA for Stage 2 of the project forms an attachment to my email.

CEACA has been meeting all its requirements with respect to the FAAs for its aged housing project and is on track to have construction completed within the timeframe required by the FAA for Stage 2.

With both CEACA’s Acting Chair and the CEO Shire of Merredin back from leave I have been asked to work with you to arrange a meeting to discuss this matter.

If you could provide dates and times Mr Sabien is available to meet I will get back to you as quickly as possible with a mutually suitable meeting date and time.

CEACA would also like to extend an invitation to Mr Sabien to travel to Merredin to view first hand the positive and beneficial ways in which the funding provided by the State Government is being applied.

Take care and I look forward to hearing from you.

CEACA was advised that whilst Mr Sabien was not available to meet with CEACA both Lorraine Fernandez and Brett Chisolm from DPIRD were available to meet and discuss the application of interest earned on the project funds and the possible variation to the FAA.

This response was conveyed to the CEACA Executive Committee when in met on 11 February 2019 as was the views of both CEACA’s A/Chair and the CEO Shire of Merredin, with both considering this an unsatisfactory outcome.

Following discussion of the matter on 11 February 2019, the Executive Committee resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths Seconded: Rachel Kirby*

1. *That the Executive Officer write again to the Department of Primary Industries and Regional Developing explaining that:

 - a) *The matter of how the interest earned on funds received for the CEACA Seniors Housing Project is already covered within the FAA for Stage 2 of the project; and*
 - b) *CEACA reiterates its desire to meet with Mr Brett Sabien, Manager Partnerships and Project Monitoring, Investment Management.**
2. *That Hon Darren West MLC, Member for Agricultural Region, and Mr Cole Thurley, the Minister for Regional Development’s Chief of Staff, be cc’d into the correspondence.*

CARRIED

Executive Officer Comment:

The Executive Officer has yet to write to DPIRD but has sought another meeting with Hon Darren West MLC on the matter.

Greg Powell, CEO Shire of Merredin, has however received further email correspondence from DPIRD. In an email dated Wednesday, 27 March 2019, Lorraine Fernandez, Project Officer Partnership Management and Project Monitoring Industry and Economic Development wrote as shown below:

Dear Greg

I am writing this email with regard to the meeting that was proposed early this year with CEACA to discuss the application of the interest earned on the project WATC account as approved by the Minister for Regional Development.

Ms Helen Westcott raised concerns on the requirement for a variation to the FAA to include the application of interest (see attached) to which DPIRD accepted the opportunity to meet with CEACA to discuss the concerns.

As the meeting has not taken place as yet, the variation to the FAA has also not taken place. To clarify, the variation is required to include the expenditure of the interest in the project budget to trigger the release of the interest.

Hence it would be very appropriate for CEACA and DPIRD to meet as soon as possible. DPIRD would welcome the opportunity to travel to Merredin for the meeting and view the project site/s at the same time.

Please feel free to call me to discuss. Look forward to your response.

Kind regards

Greg Powell responded as shown below in an email dated 9 April 2019:

Good morning Lorraine,

Firstly my apologies for the delay in responding to your email.

After discussion with the CEACA Executive Officer and the Project Manager I can advise that the interest earned from the mandatory Treasury deposit has been factored into the project budget to meet the existing financial commitments and contractual arrangements. No works, above those already committed to construct the original project brief of some seventy plus houses, are or have been contemplated.

This was explained at length when CEACA representatives met with the Hon Darren West in Northam some months ago which led, we understand, to the Hon Minister agreeing to the interest earned being retained by CEACA for the purpose of completing the project. In other words, without the interest, the project will not meet its intended objectives and the Shire of Merredin, as the auspicing body for CEACA and signatory to the contract with the builder could be placed in a position of having to underwrite the project. This is not an option as the Shire of Merredin does not have the financial capacity to meet any shortfall on the project.

Given the above explanation therefore I am querying the need for any further meetings on this topic.

You will not I have copied the CEACA Executive Officer into this officer for her information and comment should she wish to do so.

Kind regards

The Executive Officer believes that whilst CEACA should meet with Hon Darren West MLC no further action should be taken at this time but rather to wait for DPIRD to respond to the Shire of Merredin's latest email.

Additional Meeting Comment:

In light of the discussions in Agenda Items 9.1 and 9.2, the CEACA Executive Committee considered what course of action with respect to resolving the matter of CEACA retaining the interest earned on the funds provided for CEACA's aged housing project.

Whilst acknowledging the CEO Shire of Merredin's views, the CEACA Executive Committee believed contact with the DPIRD should be made.

The matter is presented for discussion and decision.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Ken Hooper**

That the CEAA Executive Committee reaffirms its decision of 11 February 2019 being:

- 1. That the Executive Officer write again to the Department of Primary Industries and Regional Developing explaining that:**
 - c) The matter of how the interest earned on funds received for the CEACA Seniors Housing Project is already covered within the FAA for Stage 2 of the project; and**
 - d) CEACA reiterates its desire to meet with Mr Brett Sabien, Manager Partnerships and Project Monitoring, Investment Management.**
- 2. That Hon Darren West MLC, Member for Agricultural Region, and Mr Cole Thurley, the Minister for Regional Development's Chief of Staff, be cc'd into the correspondence.**

CARRIED

The Executive Committee also requested that Hon Mia Davies MLA, Member for Central Wheatbelt be cc'd into any correspondence to the Department of Primary Industries and Regional Development on this matter.

9.10 Establishing a Sales Price for Houses Under Construction as Part of the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

As the CEACA Executive Committee is aware, CEACA under the terms of its Financial Assistance Agreement (FAA) for Stage 2 of the CEACA Seniors Housing Project must look to sell a minimum of seven (7) houses.

Prior to placing these houses on the market, a preferred sales price needs to be set by CEACA.

The matter of setting a price was considered by the CEACA Executive Committee when it met on 11 February 2019, with the meeting resolving as follows:

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

That the Executive Officer engage Landmark Merredin and Livestock and Land Kellerberrin to provide valuations for each of the housing types being constructed by CEACA as part of its aged housing project.

CARRIED

Executive Officer Comment:

As advised at the CEACA Executive Committee Meeting held 11 February 2019, Landmark Merredin has offered to provide an appraisal once the houses are completed.

The Executive Officer also met with Mr Michael Greenwood, the residential property specialist with Livestock and Land Pty Ltd (Livestock and Land) in Kellerberrin on Wednesday 27 March 2019 about how Livestock and Land might be able to assist CEACA in selling some of its housing once construction is completed.

Following this meeting, the Executive Officer provided Michael Greenwood with details pertaining to CEACA's membership. Michael Greenwood provided the following response by email on 1 April 2019:

Helen

Many thanks for the email.

I have spoken to my Licensee and we have the pleasure in advising that LANDMARK would be able to assist CEACA with its entire area.

*Kellerberrin Office (Livestock and Land) would handle :
Bruce Rock, Kellerberrin, Koorda, Mt Marshall, Mukinbudin & Trayning*

*Merredin Office (Landmark) would handle :
Merredin, Nungarin, Westonia & Yilgarn*

*Northam Office (Landmark) would then cover:
Wyalkatchem*

I, with the licensees permission would handle the liason with the other offices on your behalf to ensure a smooth passage.

Trusting this meets with the CEACA committee members approval and acceptance.

*Regards
Michael*

During discussions on 27 March 2019 Michael Greenwood advised that Livestock and Land were unable to assist with valuations of the properties for sale. This is not confirmed in the above email but is something CEACA would have to have regard for if it chose to seek valuations.

Given that CEACA has an average cost to construct of \$145,000, the Executive Officer does not believe a valuation is necessarily required but rather a price should be set from which the market can be tested.

It is critically important that a sales price is set as soon as possible for a number of reasons, including:

1. The need to dispel any rumours around what the price may or may not be. The Executive Officer is aware that such rumours exist in both Kellerberrin and Merredin and there is no reason to suggest that similar rumours do not exist within CEACA's other communities. Whilst not knowing the figure(s) circulating in Merredin the figure the Executive Officer has been shown for Kellerberrin is significantly below the cost of construction (Ralton Benn has given a figure of \$240,000 and it is this figure which the Executive Officer has use in negotiating an insurance policy for the CEACA housing) Rumours such as these need to be dispelled without delay because they potentially create an expectation around sales prices which clearly are not aligned with CEACA's; and
2. Potential buyers need to know what the sales price is so that if they are interested negotiations around a final price can be undertaken.

Another rumour doing the rounds is that each Council will be setting the sales price for houses within its respective community. Clearly this can't be the case because the houses belong to CEACA and CEACA as a whole must determine the sales price for any house to be sold. This of course recognises that there may be different sales prices set across each of the sites to reflect demand, location etc.

In determining a sale price CEACA will also have to have regard for what may or may not be acceptable to the State Government by way of what a house is sold for. Whilst the funds gained from the sale of the seven (7) or more houses will go back into CEACA, the group will need to cognisant of the fact that the State Government will be watching if only through the acquittal of the project's funds. CEACA will potentially have to demonstrate that any house sold is done so with reasonable effort and avoid looking like the houses are being "given away".

In addition to establishing a sales price there are a number of issues that must be dealt with before a “for sale” sign can be put outside any of CEACA’s houses and prospective buyers sought. These include:

1. Who is going to “sell” the houses? Livestock and Land have offered to undertake this task on CEACA’s behalf and whilst this is a good starting point, CEACA will need to enter into some form of arrangement around marketing, sales etc with the agency. CEACA might wish to look at external agents (ie outside the region) to market the houses it wishes to sell. In looking for someone to manage CEACA’s rental properties (refer also to Agenda Item 9.11), Greg Mohen from Kott Gunning has advised a real estate agent he has contacted is looking into the feasibility of putting up a proposal to CEACA. Whilst the Executive Officer has yet to receive any proposal from the real estate agent, CEACA might wish to pursue the sale of its houses with the agent.
2. Which houses are to be sold – will CEACA determine which houses are to be sold or will “market forces” determine where sales occur?
3. If the purchaser gets to choose their house the question that must be asked is how will this affect the strata arrangement for the houses. Whilst this might not be an issue in the smaller sites it is a real consideration for the larger sites and in particular the Kellerberrin and Merredin sites.
4. How and who will arrange strata management? When will this commence?
5. How is CEACA looking to deal with “end of ownership” sales, ie when a person who has bought a house comes to the next stage in their lives and needs to move away from the district or into residential aged care. Will CEACA purchase back the house under some predetermined arrangements agreed to the time of the person purchasing their home or will the owner be left to sell the house on the “open market”?
Anecdotal evidence provided by someone in Merredin looking to purchase a house suggest that if the owner is responsible for selling their home there may be little appetite for outright purchase. From the information provided by the Merredin resident it would seem that this is the situation at Baladong Retirement Estate in York, where when the residents move their units are not repurchased by the organisation that runs/owns the estate. The resident must wait until someone buys their home. This it would seem has led to several houses being vacant for considerable periods of time.

The Executive Officer believes that the CEACA Executive Committee must develop a policy around the sale of houses, with the policy put to CEACA as a whole as a matter of urgency.

Additional Meeting Comment

During the course of discussion, Raymond Griffiths contacted Mr Michael Greenwood from Livestock and Land by telephone to seek further information on the agency’s offer to assist CEACA in the sale of some of its properties once completed. Information obtained during this conversation included:

- The figure considered by Livestock and Land which would be acceptable to potential buyers in Kellerberrin is significantly below the average cost of construction of CEACA’s seniors housing; and
- Livestock and Land would seek a commission of 4% of the accepted selling price (GST inclusive) but the fee payable is negotiable.

The major issues raised during the Executive Committee’s discussion on how to approach the sale of some of CEACA’s aged housing are detailed below:

- If Livestock and Land were engaged by CEACA to sell some of its houses the commission paid should be subject to negotiation, with a figure lower than 4% sought;
- None of CEACA's Platinum Standard (ie wheelchair accessible) houses will be sold. These will be retained solely as rental properties;
- The manner in which the housing would be offered for sale. Whilst a number of ways were considered, the Executive Committee felt seeking offers from prospective buyers would be the most appropriate means of determining interest. Prospective buyers would be able to make an offer on any house other than those built to a Platinum Standard.
- Any offers received would be put to the CEACA Committee for decision on whether to accept or not.
- Whilst the issues of strata management and "end of ownership sales" were discussed no decisions on these matters were taken by the Executive Committee. The Executive Officer, however undertook to investigate the matter further for the Executive Committee and in particular around how to ensure if a house was sold CEACA could ensure that if the owner decided to lease out the property the tenant would be 55+ years of age.

The information is presented for discussion and decision.

RESOLUTION: **Moved: Raymond Griffiths Seconded: Ken Hooper**

1. That CEACA engage LANDMARK to assist in the sale of some of its aged housing once completed, with sales area covered as follows:
 - Kellerberrin Office (Livestock and Land) would handle the Shires of Bruce Rock, Kellerberrin, Koorda, Mt Marshall, Mukinbudin and Trayning;
 - Merredin Office (Landmark) would handle Merredin, Nungarin, Westonia and Yilgarn and
 - Northam Office (Landmark) would handle the Shire of Wyalkatchem.
2. That CEACA in engaging LANDMARK to assist in the sale of its aged housing would negotiate a commission rate based on LANDMARK seeking offers of interest to purchase from prospective buyers.
3. That all offers to purchase be presented to the CEACA Committee for a decision on whether or not to accept any offers received.
4. That CEACA's Platinum Standard housing be excluded from sale, with all this housing type retained for lease by CEACA.

CARRIED

At this point in the meeting Agenda Item 9.13 was considered. For ease of reading the item is recorded in chronological order.

9.11 Management of CEACA's Housing being Constructed through the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

At the CEACA Committee Meeting held 26 February 2019 CEACA's Acting Chair Gary Shadbolt provided a report to CEACA's members on negotiations with Access Housing Australia (AHA) for the management of its housing once construction was completed and the houses were available for rental.

As was reported at that meeting AHA could only enter into a lease arrangement with CEACA and given the GST implications for CEACA should it not gain charitable status, entering into a lease agreement with Access Housing was simply not possible.

The Acting Chair also advised that AHA, had offered to make contact with another Tier 1 not-for-profit housing group, Housing Choices Australia, based in the eastern States that might be interested in entering into a management arrangement with CEACA.

During the discussions that followed the Acting Chair's report on this issue, Taryn Dayman, CEO Shire of Wyalkatchem, suggested that contact could be made with other groups of local governments that had undertaken similar aged housing projects to learn how their housing was managed.

The Executive Officer undertook to do this.

Following discussion on the future management of CEACA's housing post construction it was resolved as shown below.

RESOLUTION: *Moved: Rachel Kirby* *Seconded: Freda Tarr*

That the CEACA Executive Committee be given delegated authority to enter into discussions with appropriately qualified organisations with respect to the management of housing being constructed through the CEACA Seniors Housing Project.

CARRIED

Executive Officer Comment:

As offered, AHA made contact with Housing Choices Australia to determine their interest in working with CEACA but the Executive Officer has received no correspondence to suggest any interest,

The Executive Officer made some attempts to find out what other arrangements were in place for similar aged housing projects but did not find anything of note other than that the 4WDL project was looking to outsource management of its recently constructed aged care housing.

In discussing the future management of CEACA's aged housing post construction, the Executive Officer believes it is pertinent for the Executive Committee to refamiliarise themselves with an email sent to all in CEACA on 11 March 2019. The contents of the email, written by the Executive Officer, are detailed below:

Good morning everyone

At the CEACA Meeting held in Nungarin on Tuesday 26 February there was some discussion around whether CEACA could not manage its housing internally once construction was completed and the houses occupied.

This discussion has arisen in part because of concerns expressed by some members at the costs that would be incurred in entering into any form of management arrangement with a third party for the management of the houses and CEACA no longer being able to enter into a lease arrangement with Access Housing Australia (AHA).

Following the meeting in Nungarin both the Chair and I were asked for comment on material available on the Australian Charities and Not-for-Profit Commission website which indicates that CEACA would be able to manage its housing stock once construction has been completed and is available for rental.

The website's information is correct but as was explained at the meeting that whilst it is able to undertake this task, given that CEACA is still in its infancy it has not developed the capacity to undertake such a large task. This was the reason CEACA entered into negotiations with AHA to manage the houses on its behalf. Part of AHA's role in managing the houses was to help develop capacity within CEACA such that if it chose at some point it could take on the management of the houses.

As was discussed at the meeting on 26 February there are a number of other reasons. So all are clearly articulated, Gary Shadbolt as CEACA's A/Chair requested that Greg Mohen from Kott Gunning provide comment on the issue. Greg's reply received on Friday 8 March is provided below.

The reasons why CEACA is not currently capable of managing the houses on its own include but would not be limited to:

- 1. Funding Requirements:*
 - a. It was part of the revised arrangements negotiated with Minister McTiernan that CEACA undertook that when the houses were built CEACA would engage a suitable affordable housing manager to undertake the property management. The undertaking to do so was sought by the Minister to ensure that the affordable housing requirements were complied with and that this would be readily auditable by RFR or the Housing Authority if necessary.*
 - b. The total funding has not yet been paid out to CEACA, and accordingly no action should be taken that might jeopardise the payment of the balance of the RFR grant.*
- 2. Regulatory Requirements:*
 - a. The identification and allocation of affordable housing is not as simple as renting out an ordinary residence. It involves dealing with the Housing Authority, accessing the Housing Authorities list of eligible tenants, assessing tenants who may not in every case be ideal residents and establishing rents using the income and financial resource formulas set by the Housing Authority. All of these would*

require the employment of someone who is fully conversant with these practices, which will require a possibly lengthy search for a suitable employee.

- b. The housing needs to be managed as a group of houses to enable proper allocation of priority between eligible tenants. Accordingly if any member was thinking they could just manage the house in their town, they cannot (see also 3c below)
3. *Practical Issues:*
 - a. CEACA does not have any established infrastructure to manage the properties. The proposal from Access Housing set out in detail the employee and equipment required.
 - b. CEACA has no skills or expertise or experience in managing housing of this nature.
 - c. CEACA cannot delegate the management to any of its members for the same reasons that Access Housing cannot undertake the management. None of the members are licensed real estate agents so they could not charge CEACA a fee for any management services.
 - d. The cash flow analysis given by Access Housing demonstrated that it would take a period of time to get to breakeven on the costs of running versus the rent recovered. CEACA does not have any funding allocated to be able to carry that cost.
 4. *Charitable Status Issue:*
 - a. To get charitable status CEACA needs to be able to demonstrate that it has good governance and management practices in place.
 - b. Undertaking the management of the houses in circumstances where CEACA has no skills or expertise or experience in managing housing of this nature is not good management practice.
 - c. If CEACA's application for Charitable status is either delayed by this issue or fails due to this issue CEACA will have a significant GST bill which it will not be able to pay.
 - d. No action should be taken that might jeopardise the Charitable Status application.

I hope the above provides a clearer explanation of the need for CEACA to find an organisation willing and able to enter into a management agreement with CEACA.

As always, should you have any further questions please call/email me.

Take care

HW

Since that time the Executive Officer has been working, with assistance from Greg Mohen of Kott Gunning and Russell Bresland of the Bresland Insurance Group, to secure interest from organisations with the capacity and appropriate governance structures to enter into a management agreement with CEACA.

Two potential organisations have been identified:

1. Foundation Housing - CEACA's Acting Chair will be meeting with Kathleen Gregory, the CEO of Foundation Housing, on Monday 15 April 2019. Greg Mohen from Kott Gunning Lawyers will also be attending.

Information on Foundation Housing can be found by following the hyperlink shown below:

<http://foundationhousing.org.au/>

- 2. Juniper Aged Care - CEACA's Acting Chair will be meeting with Chris Hall, the CEO of Juniper, on Monday 29 April 2019. Greg Mohen from Kott Gunning Lawyers will also be attending.

Information on Juniper can be found by following the hyperlink shown below:

<https://www.juniper.org.au>

RECOMMENDATION:

That the Executive Officer's report be noted.

RESOLUTION: **Moved: Ken Hooper** **Seconded: Raymond Griffiths**

That the Executive Officer's report be noted.

CARRIED

FINAL DRAFT

9.12 Updated Wait Lists for CEACA Housing

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

During discussions around the need to find an organisation able to assist CEACA in the management of its housing post construction at the Committee Meeting held 26 February 2019, the CEO Shire of Merredin offered the services of his executive assistance to help the Executive Officer. In considering this offer the Committee resolved as shown below:

RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr
That the Shire of Merredin's offer to provide assistance to CEACA's Executive Officer where required be accepted.

CARRIED

Executive Officer Comment:

The Shire's offer of assistance has commenced with Vanessa Green, Greg Powell's Executive Assistant, emailing the CEOs across all Member Councils for updated wait lists. To quote from the email sent to the CEO Shire of Mt Marshall, John Nuttall, to which the Executive Officer was copied into:

Hi John

As discussed at CEACA's February meeting, I am assisting the Executive Officer in the update of the wait lists for the CEACA ILU's. Below is the information previously provided by the Shire of Mt Marshall in November 2017.

Please review this information and provide an updated copy which confirms whether the individual/couple are wishing to purchase or rent an ILU.

Please have the information back to me by no later than Friday 29 March 2019.

At the time of preparing the meeting agenda responses had been received from all Councils with the exception of Trayning, Westonia and Wyalkatchem.

The Executive Officer understands that Vanessa Green has contacted each of the three CEOs to determine when they might be able to provide her with an updated wait list.

A complete set of wait lists from all communities is essential if CEACA is to be able to prioritise and allocate its housing, including where it will be best to attempt to sell the seven (7) houses it is required to do under the terms of the project's Financial Assistance Agreement.

Additional Meeting Comment:

The Executive Committee in discussing the work done around compiling updated wait lists decided that the work was probably no longer as urgent as had been previously considered. Seeing that the houses were nearing completion would generate sufficient interest for people to come forward.

The matter is presented for discussion and decision.

RESOLUTION: **Moved: Ken Hooper**

Seconded: Raymond Griffiths

That the matter be noted.

CARRIED

FINAL DRAFT

9.13 Reimbursement Costs to Access Housing Australia

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 9 April 2019

Attachments: Nil

Background:

On Friday 22 March 2019 the Executive Officer received an email from Kathryn Moorey at Access Housing Australia (AHA) advising that AHA was looking to recoup the costs it had incurred in preparing for the handover of properties from CEACA to AHA. To quote from the email:

Good morning and hope you are well.

Access Housing has reviewed the expenditure it had undertaken, in good faith, in preparing for the management of the property and tenancy services for the pending CEACA properties.

Access Housing had invested considerable time in preparing for the hand over of the properties to ensure we had everything in place for the deadline ahead.

We provided you with a Head of Agreement dated 5 September 2018 advising that the arrangement we were progressing with was a Head Lease and we also advised that should the project not go a head from that point in time that we would need to be compensated for any of our expenditure. Because of the time frame we were going to have to commit to expenditure with out any agreement in place.

Access Housing attended a number of meetings with CEACA, held internal meeting, had developed a Head Lease as well as commenced for recruitment.

These processes equate to \$9,952.

<i>Legal fees for Head lease</i>	<i>\$4,950</i>
<i>Recruitment Costs</i>	<i>\$277</i>
<i>Staff meeting costs</i>	<i>\$4,725</i>

I will arrange for an invoice to be sent to you directly.

If you need further clarification then please let me know.

Regards,

Kathryn Moorey

Manager Business Development, Program, Policy

The Executive Officer discussed the above email with the Acting Chair and it was agreed that no action would be taken until an invoice was received.

Executive Officer Comment:

An invoice has now been received. An amount, under the heading "Project Reimbursement Costs - Property and Tenancy Headlease", of \$5,197.50 (GST incl) has been requested.

No detail of what this charge is for has been provided.

The Executive Officer does not believe a decision on whether or not to pay should be considered until full details of how the figure has been calculated are provided by AHA. At that point, CEACA can determine whether the request for payment is justified, given that it has also expended considerable resources in an effort to reach an agreement with AHA on the management of the CEACA housing portfolio.

RECOMMENDATION:

That:

1. CEACA request a detailed breakdown of the expenses incurred by Access Housing Australia in preparing for the management of the property and tenancy services of CEACA's aged housing; and
2. Upon receipt of the detailed breakdown of expenses CEACA determine whether or not the invoice should be paid.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Raymond Griffiths**

That CEACA advise Access Housing Australia it is happy to pay the amount invoiced but requests that prior to payment a detailed breakdown of the expenses incurred by Access Housing Australia in preparing for the management of the property and tenancy services of CEACA's aged housing be provided.

CARRIED

Rachel Kirby left the meeting at 12.56pm

9.14 Insurance for CEACA Housing (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 12 April 2019

Attachments: Insurance Spreadsheet

Background:

Refer to Agenda Item 5.3.

Executive Officer Comment:

The Executive Officer tabled a costing from the Bresland Insurance Group to insure CEACA's housing post construction should a management agreement for the housing not have been finalised at the completion of the first tranche of houses.

The costing spreadsheet forms attachment to the minutes.

The costing provided to the Executive Committee is a revised one provided to the Executive Officer because the original costing included houses no longer within the construction program. In her email correspondence with Peter Fallesen from the Bresland Insurance Group on obtaining insuring for CEACA's housing the Executive Officer sought as much information as possible to guide the Executive Committee in its discussions and decisions. Provided below are the responses from Peter Fallesen on both the initial costing provided (email dated 9 April 2019) and the revised costing (email dated 11 April 2019).

To quote from the email dated 9 April 2019:

Hi Helen,

Thanks for the chat earlier and thanks for your patience and assistance whilst we've been approaching the market.

We've had a look at insuring the units at an average sum insured of \$296,930 as one massive policy. This would be what's called an Industrial Special Risks (ISR) policy, it's the type of policy you'd insure a large commercial building under. This would be the cheapest option to insure all of the units if you were doing it one go, by quite a big margin. Only problem with this approach is that the ISR has a minimum sum insured of \$5,000,000, and it looks like you'll only hit that threshold at around the end of May, by then at current estimates the units at Bruce Rock, Kellerberrin, Westonia, and Southern Cross will be complete, at which time you'll have roughly \$7.4m worth of insurable buildings.

As a result we've had to make a few assumptions about the rates quoted by underwriters on the ISR. We've received one quote that seems very competitive indeed but they are assuming they're insuring the full \$21m in one go. When they're insuring less, the rate will be higher. So what's likely is that the rate under such a

policy would be a bit higher than what we've been quoted, and this would then potentially scale down as the sum insured rose.

*Based on our current calculations if you were to insure the entire sum insured of \$21m, you'd be looking at roughly **\$65,000** in insurance premium, which is assuming a rate of 0.25% of sum insured. The rate is simply multiplied by the desired sum insured to arrive at the base premium and then 10% GST and 10% Stamp Duty are added. I've attached a spreadsheet which you could use to break it up into costs per site etc. The formulas are set up so it will revise the premium calculations if you change the sum insured. Note that our fee on a placement of this size would be roughly \$500 plus GST.*

*I also jumped onto an online rater for individual landlords policies, I rated up a location at Lot 1 Hammond Street Kellerberrin as an example, and obtained an individual premium of roughly **\$1,100** (this price does not include some of the additions present in landlords policies such as rent default, which costs extra, it's just building insurance), in the event you needed to insure individual units that is about what you'd pay, bearing in mind that different postcode areas may attract some different premiums. So if you're insuring it in one go you'd save a reasonable amount of money, it'd probably end up being more than the difference it looks like based on the above comparison. Insuring them individually would be the most expensive way to insure them and would come with some peril if one person is handling it all, as there would be 72 renewals to keep track of, it'd be easy to miss one.*

It's quite likely that the locations at Kellerberrin and Merredin would be surveyed by an insurer prior to going on cover, if you're insuring all the buildings at those sites in one go.

Looking at the spreadsheet, it looks like we're missing details for the location 5, Lot 123 Greenham Street, Koorda.

We trust this assists, but as always should you have any questions, please feel welcome to call for a chat, we'll be happy to help.

Regards,

Peter

To quote from the email dated 9 April 2019:

Hi Helen,

Please find the revisited spreadsheet attached.

With regard you your question about what impact it would have on premium it would have on the price if you take longer to hit the \$5m threshold, that would be something we'd need to discuss further with insurers to confirm their pricing position, and it's quite difficult to anticipate how they'd respond. However it's a safe bet that it could potentially impact the premium in an upwards direction.

My anticipation is that we'd need to set up a policy first for the minimum amount, and then add sites on, and yes it would be prudent to assume that the cost would initially

be higher with a potential for revision in rate downwards as the program got bigger. But it's also possible that the underwriter would just set a rate to apply for the whole thing, knowing that more houses are coming on as we go, and then simply add them on at the same rate (this would be simpler for allocation purposes too). It would go under the one policy, so there'd be an invoice to begin with, followed by an adjustment invoice as another site/sites get added on, and so forth. Because the rate on sum insured would be a known factor, it'd be relatively easy to then allocate premiums out to each site, that's something we can assist you with if need be.

Part of my discussions with underwriters has been along the lines of "let's assume that they're going to put a fire extinguisher in each house as well as the hardwired smoke alarm" so I've already covered off that angle.

Once details are firmed up a bit more it will be possible to give you firmer figures on the insurance too, so once you have some completion dates locked in, let us know and we can engage the underwriter again to lock in a rate.

Please note that I'll be away from Friday for the next two weeks on annual leave, so if you have additional information to provide before then, please ensure you keep Russell in the loop so it can be actioned promptly.

I trust this is of assistance but as always just let us know if you need anything else.

Regards,

Peter

Additional Meeting Comment:

The Executive Committee discussed all the information provided by the Bresland Insurance with respect to insuring its aged housing once construction is completed. They also discussed whether or not to accept the houses site by site rather in "toto" once all building had been completed.

The Executive Committee also considered the need to install fire extinguishers in each of its houses, agreeing that a cost benefits analysis should be done on cost of premium without extinguishers vs cost with fire extinguishers and costs associated with maintaining the fire extinguishers in each of its properties.

RESOLUTION: **Moved: Ken Hooper** **Seconded: Raymond Griffiths**

1. That CEACA agree to accepting houses on a site by site basis, with this information to be conveyed to its project manager, Access Housing Australia.
2. That CEACA agrees in principle to the quotation provided by the Bresland Insurance Group for insuring its houses post construction but requests that variations in the costing of the premium with and without the inclusion of fire extinguishers installed within each of its houses be provided, allowing a cost benefit analysis on cost of premium without extinguishers vs cost with fire extinguishers and costs associated with maintaining the fire extinguishers in each of its properties to be undertaken.

CARRIED

10. FUTURE MEETINGS

10.1 Meetings of the CEACA Committee

Wednesday 5 June 2019 Ordinary Committee Meeting in Merredin
 Wednesday 4 September 2019 Ordinary Committee Meeting
 Wednesday 6 November 2019 AGM and Ordinary Committee Meeting

10.2 Meetings of CEACA Executive Committee

Wednesday 22 May 2019
 Wednesday 14 August 2019
 Wednesday 16 October 2019

Meetings will either be via teleconference or in-person, with the venue being Perth or Kellerberrin.

11 CLOSE OF MEETING

There being no further business the meeting was declared closed at 1.30pm

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Executive Committee at the meeting held _____

Signed _____
 Person presiding at the meeting at which these minutes were confirmed

7.3.3 CEACA Special Committee Meeting Minutes – 12th April 2019	
Location:	Kellerberrin Recreation Centre
File Ref:	ADM 237
Applicant:	Dirk Sellenger – Chief Executive Officer
Date:	10 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Dirk Sellenger – Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	CEACA Special Committee Meeting Minutes
Documents Tabled:	Nil

Summary

A CEACA Special Committee Meeting was held on 12 April 2019 at the Kellerberrin Recreation Centre.

Officer Comment

The following items were included in the Minutes:

4. Business of the Meeting

4.1 Appointment of an Independent Chair to CEACA

10. Future Meetings of CEACA Executive Committee

22 May	Executive	
5 June	Ordinary	Merredin
14 August	Executive	
16 October	Executive	

OFFICER RECOMMENDATION

Council Decision Number -

Moved: Cr

Seconded: Cr

That Council receive the CEACA Special Committee Meeting Minutes for 12th April 2019.

Carried /

CENTRAL EAST AGED CARE ALLIANCE
INC (CEACA) SPECIAL COMMITTEE
MEETING HELD AT THE
KELLERBERRIN RECREATION AND
LEISURE CENTRE, COMMENCING AT
9.54AM

MINUTES

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Minutes

Central East Aged Care Alliance Inc (CEACA)

Special General Committee Meeting

1. OPENING AND ANNOUNCEMENTS

In accordance with the current Constitution, a Special Meeting of the CEACA Committee has been called.

The sole purpose of the meeting is to consider a recommendation regarding the appointment of an Independent Chair to CEACA.

The Acting Chair, Gary Shadbolt opened the meeting at 9.54am, welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance - Members

Mr Gary Shadbolt, Acting Chair
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member
Mr Louis Geier
Ms Eileen O'Connell, Member
Mr Ricky Storer, Member
Mr Stephen Strange, Member
Ms Freda Tarr, Member

Mr Raymond Griffiths, Deputy Member (voting member for the meeting)

2.2 Apologies

Mr Rod Forsyth, Member
Ms Onida Truran, Member
Mr Wayne Della Bosca, Deputy to Ms Onida Truran

3. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.*

Nil

4. BUSINESS OF THE MEETING

4.1 Appointment of an Independent Chair to CEACA

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 April 2019

Attachments: Nil

Background:

With the resignation of Graham Lovelock as the CEACA Chair on 27 February 2018 the appointment of a new Chair was considered by the CEACA Committee when it met on 26 March 2018, with the meeting resolving as shown below:

RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr

That Gary Shadbolt be elected Chair until the commencement of the first meeting following the meeting at which the 2018/2019 CEACA Budget is adopted.

CARRIED

The matter was further considered at the CEACA Committee Meeting held Wednesday 6 June 2018, with the matter being resolved as shown below:

RESOLUTION: Moved: Quentin Davies Seconded: Louis Geier

That Gary Shadbolt be appointed Acting Chair until the appointment of an Independent Chair or the CEACA 2018 Annual General Meeting whichever is the sooner.

CARRIED

RESOLUTION: Moved: Rod Forsyth Seconded: Eileen O'Connell

That:

- 1. A Working Group be established with the terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an Independent Chair of CEACA;*
- 2. The Working Group's membership comprise Gary Shadbolt, as CEACA's Acting Chair, Quentin Davies and Stephen Strange.*

CARRIED

The Working Group met on two occasions during the year but due to a number of issues arising the appointment of a new independent Chair prior the CEACA Annual General Meeting held 14 November 2018 was not finalised.

The matter was further considered at the CEACA Committee Meeting held 14 November 2018 at which time it was resolved as shown below:

RESOLUTION: Moved: Rod Forsyth Seconded: Rachel Kirby

That:

- 1. The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and*
- 2. The Working Group's membership, being Gary Shadbolt as CEACA's Acting Chair, Quentin Davies, Stephen Strange and the CEACA Executive Officer to provide research and administrative support.*

CARRIED

An advertisement seeking Expressions of Interest (EOIs) for the position of Chair to CEACA was placed in the West Australian Newspaper on Saturday 2 March 2019, with applications closing at 4.00pm on Friday 15 March 2019.

Twenty (20) enquiries were received. Each prospective candidate was provided with an Expression of Interest (EOI) information package containing all information relating to the position. One prospective candidate did not make contact with me but obtained the details through a third party.

A/Chair Gary Shadbolt also received some inquiries and provided information to a number of prospective candidates.

In all 10 applications were received.

Following the closure of applications, the details of all applications were collated and distributed confidentially to the three members of the working party along with a simple matrix designed to select candidates for interview. The matrix was prepared and agreed to by all members of the working party.

The matrix was prepared to rate each applicant against the selection criteria as outlined in the EOI information package. The selection criteria, separated into both essential and desirable, were as follows:

Essential

- Board experience as either a Director or Executive Officer in the not-for-profit sector;
- High level understanding of governance requirements in the not-for-profit sector;
- Effective communication and interpersonal skills;
- Strong commitment to and support for the aims and objects of CEACA; and
- Independence from any connection to current members of CEACA.

Desirable

- An understanding of current financial and other duties as they relate to the not-for-profit sector; and
- Experience of working with and advocating to both Federal and State Government.

Each of the above (as with the EOI information package itself) was agreed to by all members of the working party.

Prospective applicants were advised that to be considered for the position they must address the key selection criteria.

Each member of the working party was requested to rate the applications against the selection criteria using the matrix prepared for this purpose.

The working party then held a teleconference on Friday 22 March to work through and determine who would be offered an interview.

Six candidates were offered an interview (one candidate withdrew) and five attended an interview on Thursday 28 March 2019.

All interviews were conducted at the offices of the WA Local Government Association.

The working party have determined a preferred candidate.

The A/Chair will announce the preferred candidate and ask each of the selection panel to explain the reasons for their choice.

Executive Officer Comment:

No further comment.

Additional Meeting Comment:

The Acting Chair, Gary Shadbolt, announced to the meeting that the preferred candidate was Hon Terry Waldron JP.

He then provided his reasons for the decision and invited the other members of the working party, Quentin Davies and Stephen Strange to address the meeting as to why they considered Hon Terry Waldron JP should be appointed CEACA's next Independent Chair.

Questions from the other members of the CEACA Committee were answered by the working party as to the reasons for the selection of Hon Terry Waldron as the preferred candidate.

RECOMMENDATION:

That, subject to contract negotiations, _____ be appointed to the position of Independent Chair to CEACA.

RESOLUTION: **Moved: Ricky Storer** **Seconded: Louis Geier**

That, subject to contract negotiations, Hon Terry Waldron JP, be appointed to the position of Independent Chair to CEACA.

CARRIED

5. FUTURE MEETINGS

5.1 Meetings of CEACA Executive Committee

Friday 12 April 2019 An in-person meeting in Kellerberrin

5.2 Meetings of the CEACA Committee

Wednesday 5 June 2019 Ordinary Committee Meeting in Merredin

6. CLOSE OF MEETING

There being no further business the meeting was declared closed at 10.45am

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Wednesday 5 June 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed

7.3.4 WALGA Great Eastern Country Zone Minutes 24th April 2019	
Location:	Kellerberrin Recreation and Leisure Centre
File Ref:	ADM 269
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	10 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Minutes of WALGA Great Eastern Country Zone Minutes 24 th April 2019 Executive Council Meeting Minutes State Councillor Report
Documents Tabled	Nil

BACKGROUND

A Council Meeting of WALGA Great Eastern Country Zone was held on Wednesday 24th April at the Kellerberrin Recreation and Leisure Centre.

COMMENT:

The following items were discussed at the Council Meeting:

7. ZONE BUSINESS

- 7.1 WALGA Health Forum Update
- 7.2 Local Government Act Review

9. WALGA BUSINESS

- 9.1 State Councillor Report
- 9.2 WALGA Status Report
- 9.3 Review of WALGA State Council Agenda – Matters for Decision
- 9.4 Review of WALGA State Council Agenda – Matters for Noting/Information
- 9.5 Review of WALGA State Council Agenda – Organisational Reports
- 9.6 Review of WALGA State Council Agenda – Policy Forum Reports
- 9.7 WALGA President's Report

WALGA GECZ Meeting dates:

- 27 June Shire of Merredin
- 29 August Shire of Kellerberrin
- 28 November Shire of Merredin

WALGA GECZ Executive Committee Meeting dates:

- 13 June Teleconference
- 8 August Perth Exhibition & Convention Centre
- 14 November Teleconference

OFFICER RECOMMENDATION**Council Decision Number –****Moved:****Seconded:****That Council receive the WALGA Great Eastern Country Zone Council meeting minutes from 24th April 2019.****Carried /**

Great Eastern Country Zone

Minutes

Kellerberrin Recreation and Leisure Centre

**Commenced at 9:30am
Wednesday 24 April 2019**

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Great Eastern Country Zone

Meeting was held at the Kellerberrin Recreation and Leisure Centre

Commenced at 9.30am, Wednesday 24 April 2019

Minutes

1. OPENING AND WELCOME
2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Bruce Rock	Mr Darren Mollenoyux
Shire of Cunderdin	Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Dowerin	Cr Darrel Hudson Cr Julie Chatfield Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kellerberrin	Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer non-voting delegate
Shire of Kondinin	Mr Alan George Acting Chief Executive Officer non-voting delegate
Shire of Merredin	Cr Ken Hooper Cr Julie Flockart
Shire of Mount Marshall	Cr Tony Sachse Mr John Nuttall Chief Executive Officer non-voting delegate
Shire of Mukinbudin	President Gary Shadbolt Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	President Rhonda Cole Chair Cr Alan Wright Mr Chris Jackson Chief Executive Officer non-voting delegate
Shire of Nungarin	President Cr Eileen O'Connell Cr Gary Combe Mr Adam Majid Chief Executive Officer non-voting delegate
Shire of Tammin	Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Trayning	President Melanie Brown Cr Geoff Waters Mr Paul Sheedy Acting Chief Executive Officer non-voting delegate

Shire of Westonia	President Karin Day Mr Jamie Criddle Chief Executive Officer non-voting delegate
Shire of Wyalkatchem	Cr Quentin Davies Ms Taryn Dayman Chief Executive Officer non-voting delegate
Shire of Yilgarn	President Onida Truran

WALGA Representatives

Mr Tony Brown, Executive Manager Governance & Organisational Development
Ms Chantelle O'Brien, Governance Support Officer

Guests

Andrew Greig, Manager Member Services, LGIS

Apologies

Shire of Bruce Rock	President Stephen Strange
Shire of Cunderdin	Cr Dennis Whisson Cr Alison Harris
Shire of Dowerin	Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kondinin	President Sue Meeking Ms Mia Dohnt Chief Executive Officer non-voting delegate
Shire of Koorda	President Ricky Storer Cr Pamela McWha Mr Gary Martin Acting Chief Executive Officer non-voting delegate
Shire of Merredin	Mr Greg Powell Chief Executive Officer non-voting delegate
Shire of Tammin	Cr Glenice Batchelor
Shire of Westonia	Cr Bill Huxtable
Shire of Yilgarn	Cr Wayne Della Bosca Mr Peter Clarke, Chief Executive Officer non-voting delegate

Mr Craig Manton, Regional Manager, Wheatbelt, Main Roads Department of WA
Mandy Walker, Director Regional Development, RDA Wheatbelt
Mia Davies MLA, Member for Central Wheatbelt
Department of Local Government, Sport & Cultural Industries Representative

Attachments

The following were provided as attachments to the agenda:

1. Great Eastern Country Zone Minutes 18 March 2019.
2. Great Eastern Country Zone Executive Committee Minutes 11 April 2019.
3. GECZ Local Government Act review submission
4. Wheatbelt District Emergency Management Committee Meeting Minutes 21 February 2019
5. Wheatbelt District Emergency Management District Map
6. Wheatbelt District Emergency Management Committee Business Plan

7. Wheatbelt District Emergency Management – New Disaster Recovery Funding Arrangements Presentation
8. Wheatbelt District Emergency Management – State Recovery Presentation
9. State Council Agenda – via link:
<https://walga.asn.au/getattachment/2b9f150e-cedb-40f2-86ab-71c844ca9efc/State-Council-Agenda-8-May-2019.pdf>

3. **DECLARATIONS OF INTEREST**

Nil

4. **ANNOUNCEMENTS**

WALGA representatives and LGIS guest speaker were requested to leave the meeting while the members of the Great Eastern Country Zone discussed the outcome of the Executive Committee meeting item 5.5 relating to the Zone Executive Officer position.

Mr Tony Brown, Ms Chantelle O'Brien and Mr Andrew Grieg left the meeting at 9.32am and returned to the meeting at 9.37am.

5. **GUEST SPEAKERS / DEPUTATIONS**

5.1 **Local Government Insurance Services WA**

- Andrew Greig, Manager Member Services presented to the Zone on “**Your LGIS, what ownership delivers**”

What is a mutual and how is it different to traditional transactional insurance providers? This presentation included the history of LGIS, organisation structure, relationship with WALGA and provided examples of service delivery – highlighting the benefits of membership.

6. **MINUTES**

6.1 **Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 18 March 2019**

The Minutes of the Great Eastern Country Zone meeting held on Monday 18 March 2019 have previously been circulated to Member Councils.

RESOLUTION

Moved: President Cr Eileen O'Connell
Seconded: Cr Rodney Forsyth

That the minutes of the Great Eastern Country Zone meeting held Monday 18 March 2019 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 18 March 2019

Nil

6.2.1 (12.3) Telstra - Power Outages Effecting Communications
--

The Zone resolved:

1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. Write to Boyd Brown, Telstra to seek a written response in respect to power outage procedures in place, what is the Battery Back-up Program and what is a better procedure going forward using the latest technology. (Local member to be provided a copy of letter).
3. Executive Officer to support a Zone Local Government in providing an Agenda Item to the Australian Local Government Association's National General Assembly in regards to the failing of telecommunications in regional Australia.

Please find below the emailed response from Boyd Brown, Telstra.

As discussed at the zone meeting, Telstra has a number of back-up systems for power outages, some large exchange sites have battery banks, generators and in ground diesel tanks, smaller exchange and mobile sites mostly have back-up batteries. All our network sites are monitored centrally via a 24/7 monitored command office located in Melbourne. This facility monitors our sites around performance and capacity, and there are alarms which relate to various functions, including power outages.

Exchanges and mobile phone towers rely on a regular power supply and a maintained feed. While Telstra have contingencies to cover short power outages, these facilities are not designed to operate for long periods without power. If there is going to be a long outage Telstra can, in certain circumstances, deploy portable backup generators, especially during emergencies or natural disasters. Priority at these times is determined by the Emergency Services Organisations in consultation with the Telstra ESO liaison officer.

While loss of communications between Emergency Services is a disruption, no mobile phone service should ever be relied upon as a sole source of communications during emergencies. For this reason Emergency Services organisations should use radio networks as a primary source of communications with other services such as mobile phones, landlines and satellite phones used as an adjunct.

- *We have around 40,000 network sites that require power, including data centres, exchanges and mobile base stations. Our sites typically have battery backup or generators in case of a disruption to energy supplies. This backup power is designed to provide some cover for blackouts but not the loss of power for extended periods.*
- *We check the generators and batteries at our sites regularly to make sure they're in good condition. This include servicing our generators and ensuring we have enough fuel.*
- *Telstra also has a large, geographically dispersed technical field workforce who can respond quickly in case of outages or emergencies.*
- *We continue to roll out energy improvements across our network sites, such as installing new efficient lighting and air-conditioning controls, retiring inefficient cooling systems, developing improved fault detection and investing in solar PV and combined energy storage.*

Executive Officer advised the Great Eastern Country Zone members that another Telstra representative's contact details have been provided and may be beneficial to liaise with them on this matter.

State Emergency management Committee are also being consulted and further information will come back to the Zone when available.

6.2.2 (7.2) Doctor Availability – Merredin Hospital

A letter has been sent to the Minister of Health requesting a deputation on the issue of doctor availability at Merredin Hospital. A response will be provided to the Zone once received.

The Executive Committee has requested the following attend the deputation:

- Zone President – Cr Rhonda Cole
- Shire President, Merredin – Cr Ken Hooper
- Shire President, Mukinbudin – Cr Gary Shadbolt

RESOLVED

Cr Rhonda Cole declared a conflict of interest with her current employment on this matter and the Great Eastern Country Zone agreed that President Stephen Strange will go in her place.

6.3 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 11 April 2019 (Attachment 1)

RESOLUTION

Moved: Cr Tony Sachse
Seconded: Cr Geoff Waters

That the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held Thursday 11 April 2019 be endorsed.

CARRIED

7. ZONE BUSINESS

7.1 WALGA Health Forum Update

BACKGROUND

On February 19, WALGA hosted an event which brought together WA primary health agencies with Local Government Elected Members, CEOs and Officers from over twenty-five regional areas in Western Australia. The event was precipitated by Local Governments' request for WALGA's support and assistance with the challenges faced by regional areas in primary health care. The event provided a starting point to address these concerns. The WA Country Health Service (WACHS), WA Primary Health Alliance (WAPHA), the Aboriginal Health Council of WA, Rural Health West, and St John WA were represented at the event, which was also broadcast through webinar and has been recorded to share on the WALGA website. State Council will receive an Item for Noting of outcomes that arose from this event at their May meeting.

COMMENT

Feedback from the event has highlighted the challenges surrounding communication with service providers, primarily WACHS, diminishing funding, volunteer burnout and access to mental health treatment. Participants have provided clear guidance to WALGA on what they would like actioned in the coming 12 months which includes local regional forums for face to face engagement and greater engagement and collaboration with Western Australian Country Health Service (WACHS). WALGA officers will also work with WACHS for the potential to provide an updated contact list of who to contact and what services they provide.

Noted

7.2 Local Government Act Review

As the Zone is aware, the Minister for Local Government announced a 2 phase Local Government Act review process.

The first phase has been dealing with issues the Local Government sector listed as urgent issues, such as simplifying the gift provisions, providing Local Governments with the ability to advertise electronically rather than placing advertisements in newspapers, reviewing codes of conduct and providing for standards and policies around the CEO recruitment and performance review process.

The second phase of the Act review process is a complete review of the Act that will provide for a Green Bill to be considered and ultimately a New Local Government Act. The Zone submission on phase 2 of the Act review was submitted on 29 March 2019 as per attachment 3.

The phase 1 changes have been included in the Local Government Amendment Bill 2019 which was introduced in the Legislative Assembly by the Minister for Local Government on 14 March 2019 and was subsequently endorsed by the Assembly on 11 April 2019. The Bill will now be debated in the Legislative Council from 7 May 2019.

This Bill includes amendments to the Local Government Act that align with WALGA's advocacy which was endorsed by the sector in September 2018 and includes the following matters:

- Gifts
- Universal Training
- Standards of Behaviour
- CEO Recruitment and Performance Review
- Public Notices and Access to Information
- Administrative Efficiencies

The proposal around Universal Training was proposed by the Minister and includes the requirement for all candidates at Local Government elections to attend a candidate's information session as part of their nomination requirement. This will be an on-line information session that the Department of Local Government, Sport and Cultural Industries will run and will not include any assessment. In addition all new and re-elected Elected Members will need to carry out training on five (5) core units in 12 months following being elected.

Those elected members not up for election until 2021 will not need to do the training until after October 2021. In respect to funding for training, it is the Associations position that the training is the States idea, so the State should pay. We will continue to advocate for funding to be provided.

In the absence of a funding commitment for the training, for Local Government budgeting purposes, the following are indicative costing that can be considered;

Face to Face Cost + eLearning

3 face to face courses and 2 eLearning will be approximately = \$2,400 per Elected Member

Individual eLearning Cost

All 5 courses by eLearning will be approximately \$1,000 per Elected Member

However a council could subscribe to a licence where all Elected Members and Officers from that Local Government can purchase a licence for a course or all courses. This reduces the cost considerably.

The Amendment Bill will need to pass through the Parliament by 30 June 2019 to allow for the provisions around Universal Training to apply for the 2019 elections.

Noted

8. ZONE REPORTS

8.1 Zone President Report

By Cr Rhonda Cole

Cr Rhonda Cole commented on matters of interest such as training and that the quality of trainers is important. Also Local Government Insurance Service's contribution to the Sector is valued.

RESOLVED

That the Zone President's Report be received.

8.2 Local Government Agricultural Freight Group

By Cr Rod Forsyth

Information was provided by Cr Ricky Storer on the Wheatbelt Secondary Freight Network (WSFN) progress.

The BBRF application for the pre-construction work of roads prioritised in the project was unsuccessful, a follow up meeting has been arranged so we can get information as why the application was ineligible.

An application for commodity Route funding was not considered. There has not been any additional information provided.

27th March, an announcement by DPM Minister McCormack of a \$70 million grant from the ROSI fund to the WSFN for capitol works.

This money comes from a \$3.5 Billion budget allocation and is not an election commitment. Additional information from the Federal department of Regional Development, Infrastructure and Cities, suggest that this is 80% of the funding amount, with a further 20% required from other sources.

The WSFN working group have scheduled meetings with Minister Saffioti's office and Nicole Lockwood from Infrastructure Australia, on the 6th May to discuss the progress and other possible funding sources for the project.

An announcement by Minister MacTiernan of \$100,000 through the RED's fund, to the Shire of Koorda, as lead agency in the application, to assist with the project management of the WSFN project for both the pre-construction and actual on ground work.

It is estimated that it will be a 3 to 4 year timeframe, depending on the capacity of LG's and contractors, for the delivery of the works.

The WSFN working group met on the 15th April to discuss both progressing the ROSI and RED's funding announcement. Due the Federal election, we have not been able to get clear guidelines as to the criteria for ROSI money. Work is now beginning on building a business case and establishing a project management team to ensure that we are able to meet expected milestones once these guidelines have been made clear.

A request will be made to all 42 local governments for a consideration of a rebranding of the \$6,000 commitment for the Unsuccessful BBRF application to a co-contribution towards the RED's funding announcement.

RESOLUTION

Moved: Cr Onida Truran
Seconded: Cr Gary Shadbolt

That the Local Government Agricultural Freight Group Report be received.

CARRIED

8.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse

The Wheatbelt DEMC last met at the St John Ambulance facility in Northam on Thursday 21st February 2019, and some information relating to this meeting was reported to the GECZ for the meeting held on 18th March, 2019. The attachments relating to the Wheatbelt DEMC meeting were not available at that time of writing for the GECZ March Report, and that being the case they are now attached.

The first attachment (attachment 4) is the unconfirmed minutes of meeting.

The second attachment (attachment 5) is a map of the Local Governments within the Wheatbelt DEMC. Comment regarding this is that the area in question does not match other agencies. For example Police, DFES, LG Zones and others can cover different geographical areas. While this is not unworkable, it does need to be taken into account in specific, statistical and general reporting.

The third attachment (attachment 6) is the Wheatbelt DEMC Business Pan for 2019 – 2020. The fourth and fifth attachments relate to a Guest Presentation from Suellen Flint and David Budd from the State Recovery Team. This includes information on the New Disaster Recovery Funding Arrangements February 2019, and State Recovery.

The last Wheatbelt DEMC report indicated that there was to be a Wheatbelt DEMC in Merredin for June, 2020. This is incorrect. In fact the next Wheatbelt DEMC meeting is scheduled for Thursday 20th June 2019 in Merredin, subject to the Executive Officer liaising with the Shire of Merredin.

RESOLUTION

Moved: Cr Geoff Waters
Seconded: Cr Rod Forsyth

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

**9. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)
BUSINESS**

9.1 State Councillor Report

Cr Stephen Strange

RECOMMENDATION

Moved: President Cr Eileen O'Connell
Seconded: Mr Darren Mollenoyux

That the State Councillor Report be received.

CARRIED

Cr Stephen Strange was an apology for this meeting, however a report was provided and is attached to the minutes (Attachment 2)

9.2 WALGA Status Report

By Tony Brown, Executive Officer

BACKGROUND

Presenting the Status Report for May 2019 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
Grt Eastern C	2019 March Zone Agenda Item 12.2 Office of the Auditor General (OAG) Audit Fee Increase	The Zone request WALGA to undertake research into the audit costs including why the Office of the Auditor General (OAG) fees have increased significantly and what is the criteria for the fee increases.	WALGA staff are currently researching the Office of Auditor General audit costs for Local Governments. Once information is a collated a response will be provided to the Zone	May 2019	Tony Brown Executive Manager Governance and Organisational Services 9213 2051 tbrown@walga.asn.au
Grt Eastern C	2019 March Zone Agenda Item 12.3 Telstra – Power Outages Effecting Communications	Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications. A response will be provided to the Zone when received.	May 2019	Joanne Burges Executive Manager, People and Place jborges@walga.asn.au 9213 2018
Grt Eastern C	2018 November 29 Zone Agenda Item 7.4 Water Corporation - New management and billing structure for standpipes	That the Great Eastern Country Zone request WALGA to advocate opposing the WA Water Corporation proposed fee structure in remote parts of the eastern Wheatbelt and; 1. Request the Water Corporation look to possible subsidised billing to remote user standpipes for users without any other possible means of potable water; 2. Write to the Department of Water suggesting that as a result of the increased Standpipe water costs that they re-introduce the Farm Water Grants to	The Water Corporation has agreed to engage directly with every Local Government affected by the proposed changes to management and billing arrangements for standpipes across WA. WALGA has been regularly monitoring this process, ensuring that the issues identified by each Council are addressed. The Water Corporation has made a commercial decision to apply commercial rates to water supplied through high flow standpipes when used for commercial purposes. As Local Governments are the customer billed for these services there is likely to need to be changes to the arrangements for metering and security. The requirements will differ in each situation. The intent is that domestic and stock water can continue to be accessed at the community rate – which is the rate charged to those who access water through the scheme. Frequent use of high flow standpipes has the potential to comprise town water supplies.	May 2019	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031

		allow effected landholders the ability to create on-farm water storage and water connections			
Grt Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> 1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area. 2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>WALGA provided an extensive Submission to the Department of Water and Environmental Regulation (DWER) Draft Customer Service Standard for the Container Deposit Scheme. In relation to the Zone's recommendation, WALGAs Submission supported the approach of ensuring that all Local Governments be guaranteed a flexible refund point and the operating hours for a flexible refund point be clearly defined.</p> <p>WALGA will continue to advocate for State Government funding for infrastructure to assist the sector in implementing the CDS. It is anticipated the final Customer Service Standard will be released in March/April 2019.</p>	Ongoing	<p>Mark Batty Executive Manager Environment and Waste Mbatty@walga.asn.au 9213 2078</p>

ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RESOLUTION

Moved: Cr Onida Truran
Seconded: Cr Quentin Davies

That the Great Eastern Country Zone WALGA May 2019 Status Report be noted.

CARRIED

9.3 Review of WALGA State Council Agenda – Matters for Decision

BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: <https://walga.asn.au/getattachment/2b9f150e-cedb-40f2-86ab-71c844ca9efc/State-Council-Agenda-8-May-2019.pdf>

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

5.1 Road Safety Audit Local Government Policy Template

WALGA Recommendation

That the Road Safety Audit Local Government policy template be endorsed.

5.2 ‘Preferred Model’ for Third Party Appeal Rights for Decisions Made by Development Assessment Panels

WALGA Recommendation

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the ‘Preferred Model’ as the third party appeals process for decisions made by Development Assessment Panels.

5.3 Interim Submission – Draft Position Statement: Tourism Land Uses within Bushfire Prone Areas

WALGA Recommendation

That the interim submission to the Western Australian Planning Commission on Draft Position Statement: Tourism land uses within bushfire prone areas, be endorsed.

5.4 Public Library Tiered Service Framework

WALGA Recommendation

That the new tiered model to support public library service delivery in WA be endorsed.

5.5 Community Technical Reference Group

WALGA Recommendation

That the establishment of a Community Technical Reference Group be endorsed.

RESOLUTION

Moved: Cr Quentin Davies

Seconded: Cr Karin Day

That the Great Eastern Country Zone supports all Matters for Decision as listed above in the State Council Agenda.

CARRIED

9.4 Review of WALGA State Council Agenda – Matters for Noting / Information

6.1 Report Municipal Waste Advisory Council (MWAC)

9.5 Review of WALGA State Council Agenda – Organisational Reports

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste Unit

7.1.2 Report on Key Activities, Governance and Organisational Services

7.1.3 Report on Key Activities, Infrastructure

7.1.4 Report on Key Activities, People and Place

9.6 Review of WALGA State Council Agenda – Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Economic Development Forum

9.7 WALGA President's Report

The WALGA President's Report was distributed prior to the meeting.

RESOLUTION

Moved: Cr Rod Forsyth
Seconded: Cr Gary Shadbolt

That the Great Eastern Country Zone notes the following reports contained in the WALGA State Council Agenda.

- **Matters for Noting/Information**
- **Organisational Reports**
- **Policy Forum Reports; and**
- **WALGA President's Report**

CARRIED

10. AGENCY REPORTS

10.1 Department of Local Government, Sport and Cultural Industries

The representative from the Department of Local Government, Sport & Cultural Industries was an apology for this meeting, an update report has been provided and is attached to the minutes. (Attachment 3)

10.2 Mainroads Western Australia

Mr Craig Manton is an apology for this meeting and an update will be provided at the June Zone meeting.

10.3 Wheatbelt RDA

Mandy Walker, Wheatbelt RDA is an apology for this meeting.

11. MEMBERS OF PARLIAMENT

Nil

12. EMERGING ISSUES

Nil

13. URGENT BUSINESS

Nil

14. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Thursday 27 June, commencing at 9.30am.

15. CLOSURE

There being no further business the Chair declared the meeting closed at 10.30am.

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WALGA

**GREAT EASTERN
COUNTRY ZONE EXECUTIVE
COMMITTEE**

Minutes

Thursday 11 April 2019

Teleconference

Minutes

Great Eastern Country Zone of WALGA

Executive Committee

Thursday 11 April 2019

Commenced at 7.32am via Teleconference

1.0 OPENING AND WELCOME

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Stephen Strange (Acting Chair)
Cr Tony Sachse
Cr Geoff Waters

President Shire of Bruce Rock
President, Shire of Mt Marshall
Deputy President, Shire of Trayning

WALGA Representative

Mr Tony Brown, Executive Manager Governance and Organisational Services

Apologies

Cr Rhonda Cole (Zone President),
Cr Ken Hooper (Deputy Zone President)
Cr Onida Truran,

President Shire of Narembeen
President, Shire of Merredin
President Shire of Yilgarn

3.0 DECLARATION OF INTEREST

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes – Thursday 7 March 2019 (Attachment)

Minutes of the Great Eastern Country Zone Executive Committee Meeting held 7 March 2019 have previously been circulated and attached for confirmation.

RESOLUTION: **Moved: Cr Geoff Waters Seconded: Cr Tony Sachse**

That the Minutes of the Great Eastern Country Zone Executive Committee Meeting held 7 March 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED

4.2 Business Arising from the Executive Committee Meeting held 7 March 2019

Nil

5.0 BUSINESS OF THE MEETING

5.1 Financial Report for 31 January 2019

From Executive Officer

Background:

There was no activity for the month of March. No financial report is necessary.

COMMENT

It was noted that the Zone Budget will be presented to the June Executive Committee meeting, however the Committee should provide advice to Zone Local Government's on the proposed subscription fee.

RESOLUTION: **Moved: Cr Stony Sachse Seconded: Cr Geoff Waters**

That the Zone subscription for 2019/20 be retained at \$3500.00

CARRIED

5.2 Strategic Priorities and Guest Speakers for the 2018/19 Year - Update

From Executive Officer

Background:

At the 2 August 2018 Executive Committee meeting, the committee discussed that the Zone needed to focus on four (4) key issues for the next 12 months.

The following topics were considered priorities for the Zone;

- 1) Local Government Act Review
- 2) Economic Development
It was noted that most issues for the Zone revolve around economic development in form or another.
- 3) Telecommunication
Better coverage required
- 4) Education
Advocate to promote and retain what we have in the of education facilities at Cunderdin, Merredin and Narrogin

The following was recommended by the Executive and then endorsed by the Zone at the 23 August meeting.

That the Great Eastern Country Zone schedule the following topics as Zone priorities for the next 12 months:

- i. *Local Government Act Review*
- ii. *Economic Development*
- iii. *Telecommunication*
- iv. *Education*

The Executive Committee also resolved that guest speakers for the Zone meetings would follow the strategic priorities.

August 2018 Meeting:

- Economic Development
Anne Banks McAllister, Regional Capacity Building Manager from WALGA provided an outline of the Local Government Economic Development project and discuss the zones economic development opportunities.
- Local Government Act Review
WALGA and Department of Local Government, Sport & Cultural Industries spoke on the review process and the upcoming consultation process.

A separate Zone forum was held on 24 October 2018, where the Act review issues were workshopped.

November 2018 Meeting:

No speakers as short meeting or teleconference due to harvest.

March 2019 Meeting:

- Telecommunications – Telstra, NBN – Boyd Brown from Telstra, presented to the Zone.
- Royal Commission into Institutional Responses to Child Sexual Abuse and Redress – Gordon MacMile from the Department of Local Government, Sport and Cultural Industries presented to the Zone.

April 2019 Meeting

- Education - a guest speaker be invited to the April 2019 meeting and discuss School of Isolated and Distance Education (SIDE) Program.
- Transport – Heavy Vehicle issue

RESOLUTION: Moved: Cr Geoff Waters Seconded: Cr Tony Sachse

That the focus for the April Zone meeting be on Education and that the following organisations be requested to present to the Zone:

- **School of Isolated and Distance Education (SIDE)**
- **Cunderdin Agriculture**
- **Merredin College**

The Transport – Heavy Vehicles issue be scheduled for the June meeting.

CARRIED

5.3 Doctor Availability – Merredin Hospital

From Executive Officer

Background:

At the March 2019 Zone meeting the following was resolved;

That the Zone request a deputation to the Minister for Health on the availability of doctors at the Merredin Hospital.

Action

The Zone Executive Officer will provide researched information to assist with the deputation.

Comment:

Executive Committee consideration to who attends the deputation and information to be provided.

RESOLVED

That:

Zone President – Cr Rhonda Cole

Shire President, Merredin – Cr Ken Hooper

Shire President, Mukinbudin – Cr Gary Shadbolt

Attend the deputation to the Minister of Health.

Executive Officer to liaise with Mia Davies Office on comparison of situation between Northam and Merredin hospitals.

5.4 Telstra - Power Outages Effecting Communications

From Executive Officer

Background:

The Zone resolved the following at the March 2019 meeting:

1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. Write to Boyd Brown, Telstra to seek a written response in respect to power outage procedures in place, what is the Battery Back-up Program and what is a better procedure going forward using the latest technology. (Local member to be provided a copy of letter).

3. Executive Officer to support a Zone Local Government in providing an Agenda Item to the Australian Local Government Association's National General Assembly in regards to the failing of telecommunications in regional Australia.

Comment:

An update on this item was provided as listed below:

1. The Executive Officer advised that WALGA's Emergency Management Manager is working with State Emergency Management Committee on the issue of power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.
2. A letter to My Boyd Brown, Telstra has been sent and Mr Brown's response will be included in the Zone Agenda.

Noted

5.5 Zone Executive Officer Services

Background:

At the April 2018 Zone meeting, the following was resolved;

That GECZ engage WALGA to provide executive support for 12 months (1-7-18 to 30-6-19) provided:

1. *A senior officer from WALGA provide that service.*
2. *That KPI's be developed by the Executive Committee by August.*

Comment:

The current arrangements with WALGA carrying out the Executive Officer services were until 30 June 2019.

The Zone needs to consider if it is happy with this arrangement and wishes to continue or not.

WALGA is pleased with the arrangement and is keen to continue.

The Zone Executive Officer left the teleconference for this item at 8.00am.

RESOLUTION: **Moved: Cr Tony Sachse Seconded: Cr Geoff Waters**

That the Zone endorse WALGA to continue the executive support for the Great Eastern Country Zone for the next 2 years (19/20 and 20/21) and that suitable Key Performance Indicator's be put in place.

CARRIED

6.0 OTHER BUSINESS

Discussion points for the Zone meeting

- Cr Waters raised concerns about funding cuts for Regional Road Groups
- An update from Cr Storer on the recent announcements regarding the Secondary Freight Routes project be requested for the next Zone meeting.

7.0 DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone Executive Committee will be 13 June via teleconference.

8.0 CLOSURE

There being no further business the Chair declared the meeting closed at 8.15am

May 2019 State Councillor Report

Cr Stephen Strange



March 2019 State Council Meeting – Minister for Local Government

The Minister for Local Government, Hon David Templeman MLA, addressed State Council at the commencement of the meeting.

The Minister spoke about Stages one and two of the Review of the Local Government Act including the submissions received in relation to Stage two. The submissions received by the Department have addressed a range of topics and themes including:

- Communication;
- Roles and responsibilities;
- Relationships between Elected Members and the Chief Executive Officer and staff; and,
- The Department and its role.

The Minister also spoke about the importance of the relationship between the State and Local Government sector and continuing to work together.

March 2019 State Council Meeting – Key Issues

Local Government Act Review

State Council endorsed WALGA's submission to the Local Government Act Review, which included a number of policy positions and incorporated significant input from forums with Local Governments and Zones, written Local Government submissions, and Zone decisions prior to the State Council meeting.

Economic Development Project

Two key pieces of work relating to the Economic Development Project were endorsed by State Council:

1. Local Government Economic Development: Research Findings and Future Directions Discussion Paper; and,
2. Local Government Economic Development Framework.

The Discussion Paper and the Framework will be launched on 7 May 2019.

7.3.5 Secondary Freight Route Project	
Location:	Wheatbelt
File Ref:	ADM 251
Applicant:	Freight Route Working Party
Date:	10 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

For Council to consider support for the Wheatbelt Secondary Freight Network project by reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of the successful Regional Economic Development grant.

Background Information

The Wheatbelt Secondary Freight Network (WSFN) network comprises 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

The project is being driven by local government authorities with a Working Group established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

Over the last 2 years, 42 Local Government authorities across the region have collaborated to identify priority routes and have also participated in a technical data collection process, preparation of a pre-feasibility business case and a cost benefit analysis of the planning process. The in-kind investment by local government to date is estimated to be in excess of \$750,000. The process has been an excellent example of a large number of local governments working together on a common strategic regional priority. The key undertakings of the project so far are:

1. Identification of nominated WSFN roads based upon a simple criteria developed by RRG.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
TOTAL	4,337	2,851	66	\$ 493,000,000

This initial approach was to assist the Working Group to work towards an Infrastructure Australia Stage 3/4 submission for inclusion of the WSFN project on the Infrastructure Australia Infrastructure Priority List (IPL). The long term goal is to obtain funding support for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. The group is working towards submitting an IA Stage 4 Business Case submission for the WSFR. The project development costs associated with the business case submission are estimated to be \$5M, which is in the order of 1% of the estimated capital investment.

The following provides an outline of the proposed budget and funding applications that were submitted to assist with the development and planning stages the WSFN project.

Stages	Budget and Funding Sources
Stage 1 – Strategic Planning	\$1,000,000
<ul style="list-style-type: none"> ▪ Design Criteria and Objectives ▪ Options Assessment ▪ Collated Data Review ▪ Multiple Criteria Assessment ▪ Staging Plan 	<ul style="list-style-type: none"> ▪ BBRF (\$750K) ▪ LGA co-contribution (\$250K)
Stage 2 – Detailed Planning	\$3,600,000
<ul style="list-style-type: none"> ▪ Concept Design Investigations ▪ Preliminary Design Investigations 	<ul style="list-style-type: none"> ▪ Commodity Route (\$1M) ▪ LGA in-kind
Stage 3 – IA Stage 3/4 Submission	\$400,000
<ul style="list-style-type: none"> ▪ Project Management ▪ Governance Plan ▪ Business Case Development 	<ul style="list-style-type: none"> ▪ REDS (\$100K) ▪ LGA in-kind
	\$5,000,000

Building Better Regions Fund (BBRF) submission

The Building Better Regions Fund (BBRF) submission is only intended to contribute towards funding activities associated with Stage 1 – Strategic Planning at an estimated budget of \$1M.

Funding and the associated BBRF application can be summarised as follows:

- Budget
 - Total Cash \$1M
- Funding
 - BBRF \$750K
 - LGA cash co-contribution \$250K.

This strategic planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, the economically optimal sequence for developing the network and ensure that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. The detailed planning exercise is expected to achieve a net benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

Commodity Freight Roads Fund (CFRF)

The Commodity Freight Roads Fund submission is intended to contribute towards funding of activities associated with Stage 2 – Detailed Planning. This will specifically entail \$1M for consultants to undertake Preliminary Design Investigations. The remainder of Stage 2 is intended to be undertaken via in-kind by local governments and other funding sources currently being investigated, should they become available.

Regional Economic Development (RED) Grant

The Regional Economic Development (RED) Grants submission is intended to contribute towards funding activities associated with Stage 3 – IA Stage 3/4 Submission. This will specifically entail \$100K for a Lead Consultant to undertake project management. The remainder of Stage 3 is intended to be undertaken via in-kind by local governments and other funding sources being investigated should they become available.

Major Project Business Case Fund (MPBCF) Initiative

The Australian Government is investing \$100 billion over 10 years from 2019–20 through its rolling infrastructure plan to help manage our growing population, meet our national freight challenge and get Australians home sooner and safer. This includes \$250 million allocated to the Major Project Business Case Fund (MPBCF) initiative. Projects with clear strategic merit that have:

- Engagement in the project planning stage
- View of future priorities
- Ready to invest to enable economic activity
- Address nationally significant deficits in the transport system
- Drive economic productivity growth and liveability in cities and regions through transport infrastructure investment

The WSFR Working Group sees the \$5M sought for the Stage 4 IA submission for this regionally significant project as an ideal candidate for the MPBCF.

Roads of Strategic Importance (ROSI) Initiative

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities. ROSI has the following principles:

- Key freight corridors that connect primary agricultural areas and mining resource regions to ports and other transport hubs.
- Support communities along the corridors and provide better access for tourists and other road users
- Characterised by narrow sections of road, low capacity bridges and deteriorating pavements,
- Constrains the productivity and efficiency of freight movements.
- Catalyse economic activity and improve access to communities and tourist attractions.

From an estimated total of \$500,000,000 in funding the Working Group sought \$125,000,000 over the next 3 years for the delivery of the first stage of capital works.

Officer Comment

The Working Group put in separate funding submissions for each of the abovementioned funding sources for the various stages of the project. The project has been successful in obtaining funding from the following sources:

- ROSI initiative funding ()
 - Stage 1 Priority Works – Wheatbelt Secondary Freight Network.
 - The Australian Government has committed \$70 million towards the project.

“Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network. Consideration will also be given to links to six ports and two livestock centres, as well as regional and metro grain receival sites, accessed by the producers of the Wheatbelt region.

Benefits of the project include:

 - improve road safety
 - improve freight efficiency, connectivity and travel time
 - ensure consistent Restricted Access Vehicles (RAVs) ratings across the network, which will provide improved access for agricultural and mining regions to transport hubs”

- RED Grants (Supported by the WA State Government’s Royalties for Regions Program)
 - Lead Consultant Project Coordinator – Wheatbelt Secondary Freight Network.
 - \$100,000.

“The Lead Consultant will form part of the Project Management Team and work with the member organisation Working Group.

The Lead Consultant - Project Management is an integral key to successful project delivery. The complexity and scale of this project is significant and well beyond the technical and financial capabilities of the Wheatbelt shires on an individual basis. Engaging a Lead Consultant – Project Management with the skills and expertise required to work with all technical consultants and the PMT will ensure a cohesive collaborative environment is established for optimum outputs.

The project is planned to be managed via oversight from the WSFR Steering Committee with a nominated Project Manager and the Project Management Team (PMT) representing the WSFR.

Lead Consultant – Project Management will direct the work of the external technical consultants and will be the main contact for communication between the Project Management Team and external consultants.

The WSFN Project will require the specialised skills of a range of external technical consultants. Key areas of technical expertise identified for the project are:

 - Civil Design
 - Surveying
 - Environmental
 - Economic Assessment”

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000. This would contribute towards the

overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Project Coordinator
 - Nominal \$60,000 per annum (\$180,000 across 3 years)
- Project Administration and Communications Officer.
 - Nominal \$20,000 per annum (\$60,000 across 3 years)
- Technical Consultancy Resources
 - Nominal \$100,000.

Strategic & Social Implications

Strategic Community plan 2018-2028 Item1.33 - Advocate for the provision of regional transport services (measurement- effective advocacy in regional initiatives).

A safer and more effective freight network will have social and economic benefits in addition to assisting with road asset management.

Consultation

Widespread consultation with Wheatbelt Shires, State Government, Main Roads WA, transport operations and the Wheatbelt Development Commission.

Wheatbelt Secondary Freight Network Working Group - a request has been received by the Chair of the Wheatbelt North Regional Road Group (WBNRRG) for confirmation of Council's consideration of reallocation of the \$6,000 towards the project management.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Reallocation of funds from Building Better Regions fund co-contribution to role of Lead Consultant Project Management in support of successful Regional Economic Development grant.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council

- 1. Continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project;**
- 2. Authorises the Chief Executive Officer to prepare and sign a letter of support that endorses the reallocation of \$6,000 in the 2019/2020 Budget to co-fund the project management of the Wheatbelt Secondary Freight Network in combination with the WA State Government's \$100,000 of Regional Development Grant funding, as part of its Stage 1 Priority Works.**

Carried: /

7.3.6 Disability Access And Inclusion Plan (DAIP) 2019-2024 Adoption	
Location:	Mukinbudin
File Ref:	ADM 062
Applicant:	Peter Toboss, Principal Environmental Health Officer
Date:	15 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger – Chief Executive Officer
Author:	Peter Toboss, Principal Environmental Health Officer
Voting Requirements:	Simple Majority
Documents Attached:	Disability Access and Inclusion Plan 2019-2024
Documents Tabled:	Nil

Summary

The Shire's DAIP 2012 - 2017 has been reviewed and a new DAIP 2019 - 2024 has been developed and is presented to Council for endorsement.

Background Information

The Disability Services Act 1993 (amended 2004) requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to assist in planning and implementing improvements to access and inclusion. These plans can benefit many people in the community including people with disability, the elderly, parents and carers with young children, workers with trolleys and people from culturally and linguistically diverse backgrounds. The Shire's DAIP meets the requirements of the Disability Services Act 1993. In 2018, the PEHO undertook a review of the Shire's 2012 – 2017 DAIP and develop a new DAIP 2019–2024. This new DAIP includes strategies to address access barriers and promote inclusion, identified through the review and consultation with our community. The Draft DAIP was then forwarded to the Department of Communities - Disability Services (formally Disability Services Commission) for compliance review and was deemed to be compliant. The new DAIP 2019-2022 will continue to focus on strategies to address physical access barriers to Shire facilities and services and in addition, to improve opportunities for people with a disability to be included within the Shire.

Details:

The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2015) estimated that 18.3% of the population in Australia had a disability. The Shire population is 555 people (2016 Census) and it is therefore estimated that 56 people living in the Shire have a physical disability.

The WA Disability Services Act (1993) defines disability as a condition:

- That is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- That is permanent or likely to be permanent; and
- That may or may not be episodic in nature, and
- That results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services

A range of barriers may prevent people with a disability from accessing community services, events, public buildings and facilities, and from gaining access to information, public consultation and decision making processes. The Shire is committed to ensuring these barriers are overcome and the DAIP is one of these mechanisms for achieving this.

The Shire's Disability Access and Inclusion Plan (DAIP) is required under the Disability Services Act (1993) and will provide a planned approach to progressively improving access and inclusion in the Shire. The DAIP builds upon the work already achieved in improving physical access to buildings and facilities, raising awareness through training and events, encouraging inclusive programs and increased opportunities for communication with people with disability within the Shire.

Outcomes of the DAIP

The seven DAIP Outcomes (as stipulated by the Department of Communities - Disability Services) are:

- 1) People with disability, their families and carers have the same opportunities as other people to access the services of, and any events organised by, the Shire of Mukinbudin.
- 2) People with disability have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Mukinbudin.
- 3) People with disability receive information from the Shire of Mukinbudin in a format that will enable them to access the information as readily as other people are able to access it.
- 4) People with disability receive the same level and quality of service from the staff of, and contractors/agents to, the Shire of Mukinbudin.
- 5) People with disability have the same opportunities as other people to make complaints to the Shire of Mukinbudin.
- 6) People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Mukinbudin.
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin.

The strategies in the DAIP and Implementation Plan outline how the Shire of Mukinbudin plans to meet these required outcomes.

The Shire's Draft 2019-2024 DAIP was forwarded to the Department of Communities, Disability Service who have checked the document for compliance. The next stage in the process is for endorsement by Council. The Draft DAIP 2019-2024 and Implementation Plan has been provided as an attachment.

Officer Comment

The Shire is required by the *Disability Services Act 1993 (amended 2004)* to develop and implement a Disability Access and Inclusion Plan (DAIP) and to report annually on the DAIP to the Department of Communities - Disability Services.

Strategic & Social Implications

The Disability Access and Inclusion Plan reflects the Values, Objectives and Strategies of the Shire of Mukinbudin Strategic Community Plan 2018 - 2028

Consultation

Chief Executive Officer, Dirk Sellenger
 Nola Comerford-Smith, Administration Manager

Statutory Environment

Local Government Act 1995

Disability Services Act 1993 (amended 2004)

Policy Implications

This proposal does not contain any notable policy implications.

Financial Implications

The implementation of the DAIP 2019 -2024 may require financial resources for the following:

- Upgrade of physical access to Shire facilities including capital work upgrades.
- Improve opportunities for inclusion through Shire community services and events.
- Provide staff with disability awareness training.
- Provide information in accessible formats, on request.
- Facilitate inclusion of people with disability in complaint and consultation processes.

The Shire will include amounts for DAIP strategies to be considered in the Draft Budget, for the relevant financial year.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council:

- 1. Adopt the proposed Draft Disability Access and Inclusion Plan 2019-2024; and**
- 2. Considers the key priority areas identified with financial implications in the 2019-2024 Draft Disability Access and Inclusion Plan during the annual Budget process.**

Carried: /



SHIRE OF MUKINBUDIN

DISABILITY ACCESS AND INCLUSION PLAN

2019 – 2024

This document is available in alternative formats upon request and includes electronic format by email, hard copy format in both large and standard print, in audio or Braille and on the website at www.mukinbudin.wa.gov.au

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Acknowledgements

The Shire of Mukinbudin acknowledges the input received from individuals and groups within the community, which has been invaluable in the preparation of this Disability Access Inclusion Plan.

In particular, thanks are given to all individuals, community members who contributed to this plan and also Shire staff.



1. Background

1.1 Demographics

The The Shire of Mukinbudin is situated in the North Eastern Wheatbelt, 293 kilometres north east of Perth and 85 kilometres north of Merredin and 3,437 square kilometres in area. The Shire adjoins the local governments of Mount Marshall, Trayning, Nungarin and Westonia.

The consistes of Bonnie Rock, Dandanning, Karloning, Lake Brown, Mukinbudin and Wilgoyne. Mukinbudin is the only developed townsite within the Shire's population of 555. The town is located at the southern end of the Shire and is the service centre for a farming population of 274 with the balance of the population residing in the urban centre of Mukinbudin. The road network involves 921 kilometres of roads links the districts of Mukinbudin, Bonnie Rock, Wialki, Wilgoyne and Lake Brown.

The Shire has a number of sporting facilities for football, hockey, cricket, basketball, golf, netball, lawn bowls, tennis, swimming and pistol shooting. Other facilities accommodate art and craft groups, community service groups, book clubs, Community Shed, playgroup and occasional care centre. The town of Mukinbudin has a Primary School, incorporating a Pre-Primary and Kindergarten, a High School to Year 10, Tertiary and Further Education and Distant Education.



The main local industries in Mukinbudin includes cereal grain farming, sheep and wool farming, small scale mining, farm machinery, metal fabrication and farm stay accommodation. There is also an increase in tourist activity with many fascinating rock formations and spectacular wildflowers mostly in the spring.

Tourist attractions include the many granite outcrops scattered throughout the Shire and the nature reserve with diverse wildflowers and wildlife. A Bed & Breakfast is located on a farm to the north-east of Mukinbudin, from which visitors can readily travel to Beringbooding Rock, Joureding Rock, De-Eranning Rock, and Yanneymooning Rock, plus the Elachbutting Rock in neighbouring Westonia Shire. Wattoning Historical Site to the north of Mukinbudin townsite reflects the hardships of collecting water by the pioneers from a gnamma hole, a soak, and two rock lined wells. The Pioneer Botanical Walk along the southern boundary of the Mukinbudin townsite recognises the contribution of pioneer and Aboriginal women in developing the District.

Other historical display has been complied within the old Mukinbudin Railway Station building. A corrugated bulk grain silo built in 1949 by Mr Lloyd George Jones that was located 3 kilometres north of Mukinbudin townsite has been relocated into the town and is in the process of being re-erected to help preserve its unique design and to recognise the importance of the grain growing industry to the District.

1.2 The Shire History

In the 1870s pastoralists took up large leases in excess of 20,000 acres to run sheep, plus land was also taken up by Sandalwood cutters and miners en-route to the goldfields. In 1910 the first farmers arrived to commence wheat growing on their 1,000 acre blocks, and it was some time before they added stock to what had been only a wheat growing enterprise. In 1920 the government decided to extend the railway line from Bencubbing to the Mukinbudin area, and the district surveyor, after inspecting the area, decided that a townsite was required. He advised that the local Farmers and Settlers Association wanted the townsite named Barlbarin instead of Muckenbooding, the name by which the area was then known. Land for the townsite was resumed in 1921, and by 1922 when the townsite was gazetted, the local settlers had changed their mind and now wanted it named Muckenbooding, although preferring a shortened spelling. The Surveyor General, H S King, decided it should be spelt Mukinbudin as noted in the gazettal notice of 30th June 1922. Muckenbooding is an Aboriginal name, first recorded use in 1889 for Muckenbooding Rock, however, the meaning of the name is not known.

In 1922 the townsite of Mukinbudin was part of the Nungarin Road Board. In 1933 a separate Road Board was established with Mukinbudin as its administrative centre with two smaller sidings within its boundaries – Bonnie Rock to the north and Lake Brown to the east of Mukinbudin, respectively.

1.3 Functions, Facilities and Services (Both in-house and contracted) provided by the Shire of Koorda

The Shire of Mukinbudin is governed by nine elected members of Council, who are responsible for an annual budget of about \$2.6 million. The Shire of Mukinbudin provides a range of functions, facilities and services including but not limited to:

- **Services to property include:** construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; dog control; cat control and maintenance of parks and gardens.
- **Recreation Services to the community include:** provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, and tennis, including lawn bowls, the public swimming pool facility, children's playground, and Pioneer Botanical Walk trail; plus provision and maintenance of the sporting complex with its social lounge/bar facilities and an indoor hall which caters for basketball/netball/volleyball.
- **General Services to the community include:** providing rooms for the visiting doctor Allied Health Services are available through the Mukinbudin Nursing Post; TeleCentre; Ambulance service is on call; a public library; provide and take bookings for the community bus; small caravan park; and cemetery.
- **Local Government Regulatory Services to the community include:** planning processes; building control; environmental health; public health; and ranger service.
- **Local Government Administration Services to the community include:** provision of general information to the public, lodging and resolution of complaints, collection of rates; vehicle and firearm licensing, and dog registrations.
- **Processes of Local Government include:** ordinary and special council and committee meetings, annual elector meetings and election of council members.

Shire facilities include:

- Mukinbudin Public Library
- Mukinbudin Memorial Hall
- Mukinbudin Memorial Pool
- Mukinbudin Community Resource Centre
- Mukinbudin Sporting Complex
- Mukinbudin Caravan Park



1.4 People with disability in the Shire of Mukinbudin

The WA Disability Services Act (1993) defines disability as a condition:

- That is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- That is permanent or likely to be permanent; and
- That may or may not be episodic in nature, and
- That results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services

The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2015) estimated that 18.3% of the population in Australia had a disability. The Shire population is 555 people (2016 Census) and it is therefore estimated that 76 people living in the Shire have a physical disability.

Due to the size of the population and its proximity to the Shire of Merredin, which is a regional centre, there are limited facilities provided in the Mukinbudin Shire for people living with disability although future plans are to ensure universal design for new projects undertaken by the Shire.

As a result of consultation with construction companies operating within Wheatbelt areas, recognition is being given to demographic research and emerging trends. This research identifies that many retired persons are electing

to sell their homes in Perth and surrounding metropolitan areas for more affordable housing in the Wheatbelt. People considering a move to the Wheatbelt are influenced by the facilities available in the towns such as medical services and the accessibility and inclusivity of the towns. Towns with accessible public buildings, footpaths, shops and clubs are considered highly when choosing to relocate. This trend is being embraced at CEO level to encourage re-vitalisation and growth as more people choose to re-locate and settle into the towns. By recognising these current trends and the subsequent future needs of the local community, the Shire is better placed to prioritise areas for access and inclusion particularly with community and town building in mind as part of the Shire's Strategic Plan.

The Shire has a new Medical Centre and a nearby hospital in Kununoppin, 45kms away in the Shire of Trayning. Volunteer ambulance service provides transport to and from the hospital and beyond. Several local residents give their time and resources to drive people to Merredin for medical appointments if they have no other means of getting there.



Public toilet facilities can be found outside the Council Administration Office, in the Recreation Centre, and the public toilets at the old Railway Station and all have facilities suitable for people with disability. There is aged accommodation available within the Mukinbudin townsite consisting of seven duplex units. The Shire has committed to the NEWROC scheme for the construction of up to three universal designed dwellings for rental.

1.5 Development of the Disability Access and Inclusion Plan

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its information, facilities and services.

The Shire's Disability Access and Inclusion Plan is updated every five years. The plan is reviewed annually and an annual report is submitted to the Disability Services Commission.

1.6 Progress since 2008

The Shire of Mukinbudin is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. To meet this goal, the Council reviewed the 2008 – 2012 and 2012-2017 Disability Access & Inclusion Plan in order to address barriers for people with disability and ensure present and future needs for persons with disability is identified and addressed. Since adopting the plan, the Shire of Mukinbudin has implemented a number of initiatives, some of which are highlighted in '*Appendix 1: Achievements*'.

The Shire has continued to improve access and remove barriers through the implementation of many strategies contained in the plan. Significant progress has been made towards providing better access to the community specifically age related disability and increased levels of engagement.

2. Disability Access and Inclusion Policy Statement

The Shire of Mukinbudin is committed to ensuring that the community is accessible and inclusive for people with disability, their families, and carers.

The Shire of Mukinbudin also interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are inclusive and accessible for people with disability as they are for other people in the wider community. The Shire will endeavour to the best of the Shires capacity to meet the needs of persons with disability.

To this end the Shire of Mukinbudin will strive to –

- recognise that people with disability are valued members of the community who make a variety of contributions to local, social, economic, and cultural life.
- believe that a community that recognizes its diversity and supports the participation and inclusion of all its members makes for a richer community life.

- believe that people with disability, their families and carers should be supported to remain living and participating in the community.
- be committed to consulting with people with disability, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed.
- be committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services, and facilities in the community.
- be committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP.

2.1 Seven Outcomes of the DAIP

The Shire of Mukinbudin is also dedicated to achieving the seven desired outcomes through its DAIP. They are:-

- 1) People with disability, their families and carers have the same opportunities as other people to access the services of, and any events organised by, the Shire of Mukinbudin.
- 2) People with disability have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Mukinbudin.
- 3) People with disability receive information from the Shire of Mukinbudin in a format that will enable them to access the information as readily as other people are able to access it.
- 4) People with disability receive the same level and quality of service from the staff of, and contractors/agents to, the Shire of Mukinbudin.
- 5) People with disability have the same opportunities as other people to make complaints to the Shire of Mukinbudin.
- 6) People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Mukinbudin.
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin.

3. Development of the Disability Access and Inclusion Plan (DAIP)

3.1 Responsibility for the planning process

The Shire CEO has the responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is required to be endorsed by Council and it is the responsibility of all officers to implement the relevant actions. Weekly meetings are held on Wednesday with the CEO and Shire senior officers coordinating the DAIP. The Shire office staff discusses Shire operational matters on a daily basis inclusive of access and inclusion. Advertising for comment on the DAIP was invited through the local paper, notice boards, and leaflets at popular counters and posted on the Shire website. The Shire of Mukinbudin has reviewed and developed Disability Access and Inclusion Plan for the period of 2019 – 2024.

3.2 Community Consultation Process

In 2018, the Principal Environmental Health Officer (PEHO) undertook a review of the Shire's Disability Access and Inclusion Plan 2012-2017 to guide further improvements to access and inclusion. A new DAIP 2019 -2024 draft was developed. The process included:

- Examination of the current Disability Access Plan and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention
- Review of annual progress reports, relevant council documents, disability legislation, developing trends and best practice in access and inclusion;
- Consultation with staff, consumers and the wider community;
- Consultation with professional and Department of Communities;
- Compliance with the Disability Services Regulations 2004 and its relevant amendments.

Advertisements were placed in the local community newsletter asking for areas of access and inclusion people felt needed to be addressed and/or improved to help develop the Shire's new DAIP or to provide advice on aspects that should be included in the DAIP. At the conclusion of the circulation of the questionnaires and comment papers the DAIP was drafted by Shire staff and has been advertised for final public comment.

3.3 Findings of the Review

The consultation provided an opportunity for a cross-section of staff and community members to comment on the plan. Feedback indicated that the Shire has made improvements to access across all seven outcomes of the DAIP

including buildings, facilities, services and employment as required by the current legislation.

High levels of satisfaction were indicated in the following areas:

- Accessing information
- ACROD - accessible parking
- Improved ramps
- Receiving high levels of customer service
- Opportunity to make complaints
- Employment



The review identified that the Shire has addressed all barriers to access and inclusion within the 2012 - 2017 DAIP with exception of the following areas that require further improvement.

- Ensure that the Shire's website meets contemporary good practice
- Resealed old and damaged ramps

The identification of this and the continuing evolution of identified barriers to access and inclusion form a guide to the implementation of Shire of Mukinbudin 2019 - 2024 DAIP. Barriers to access and inclusion when identified have not been prioritised; they will be dealt with individually on a case by case basis to allow flexibility should a need become more pressing and/or more readily addressed through appropriate funding and works. This approach assists in coordinating and funding for the completion of the strategies which have been designed to work in with day to day Shire operations to identify and deal with access and inclusion barriers.

3.4 Implementation of the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires public authorities to take all practical measures to ensure that the DAIP is implemented by all its officers, employees, agents and contractors.

A clause has been included in all contract and tender documents advising Contractors of their obligation to implement the Shire of Mukinbudin's DAIP wherever practicable and report annually on their compliance with the plan. Shire tender documents will include reference to the Shire of Mukinbudin DAIP and the requirement for contractors to be aware of and work towards its desired outcomes. Contractors will receive a copy of the DAIP and a copy of the contractor reporting form to complete and return to the Shire at the completion of their contract (or annually, whichever occurs first).

The Shire has also developed an evaluation form for local groups and organisations that receive funding from the Shire to capture how many people with disability attend community facilitated, Shire funded events and activities.

3.5 Promoting the DAIP

Once the DAIP has been endorsed by Council and the Disability Services Commission it will be promoted widely via the website, through an advertisement in the local newspapers and at community events.

Copies of the DAIP can be obtained from the Shire and will be made available in alternative formats upon request. All staff shall undertake a Disability Awareness Training and information on how to access the DAIP.

3.6 Review and Monitoring

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission and advertised the community.

The Implementation Plan can be updated more frequently at the discretion of the Shire.

3.7 Reporting on the DAIP

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Mukinbudin will report on the implementation of its DAIP through the annual report outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the six desired outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission annually.

4. Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disability. The following strategies will be reflected in Council's 2019-2024 Implementation Plan.

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mukinbudin.

Strategies	Timeline
Consult people with disability on their need for services and the accessibility of current services	Annually Ongoing
Monitor the Shire facilities and support services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	Ongoing
Ensure that as far as possible and practicable, all events are inclusive to people with disability	Ongoing
Engage with appropriate entities to implement and broadcast the Shire's access and inclusion initiatives	Ongoing

Outcome 2:

People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Timeline
Identify footpaths, playgrounds, parks and public buildings which require upgrade to improve access for people with disability	Ongoing
Ensure new and redevelopment building works, wherever practical provide access for people with disability in accordance with current Standards on Access and Mobility	Ongoing
Ensure adequate car parking for people with disability in all Shire of Mukinbudin car parks	Ongoing
Advocate to local businesses the benefits of providing accessible facilities and amenities and the importance of employing people with disability	Ongoing

Outcome 3:

People with disability receive information from Shire of Mukinbudin in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Ensure information on Council and Shire services, facilities is available and accessible in a range of formats by all sectors of the community	Ongoing
Ensure the Shire website meets best practice standards for people with disability	Ongoing
Consider the needs of people with disability when producing advertising materials for events and activities	Ongoing

Outcome 4:

People with disability receive the same level and quality of service from the staff of the Shire of Mukinbudin as other people receive from the staff of the Shire of Mukinbudin.

Strategies	Timeline
Raise awareness and understanding amongst existing staff, new employees about the disability access and inclusion.	Ongoing
Provide disability awareness training to staff to ensure they have the skills to offer high quality customer services to people with disability.	Ongoing
Encourage the identification of opportunities to improve the quality of service to people with disability	Ongoing
Ensure that staff, agents and contractors are aware of the relevant legislative requirements of the Disability Service Act (1993)	Annually ongoing

Outcome 5:

People with disability have the same opportunities as other people to make complaints to Shire of Mukinbudin.

Strategies	Timeline
Ensure the complaints policy and procedures are accessible to people with disability and available in alternate formats upon request.	Ongoing
Encourage feedback from community to assist with removal of barriers and improvement of access.	Ongoing

Outcome 6:

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Mukinbudin.

Strategies	Timeline
Ensure public consultation is accessible to all people with disability	Ongoing
Ensure consultation is facilitated in an appropriate format to enable all members of the community to comment on the DAIP and disability access issues.	Ongoing as requested
Raise awareness of opportunities for people with disability to participate in the public consultation.	Ongoing

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin.

Strategies	Timeline
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Ongoing
Ensure the Shire has positive relationships with disability employment providers.	Ongoing
Undertake the monitoring of the needs of any Shire employee with a disability and to address those needs where possible to maintain their employment.	Ongoing as required
Provide management and staff with support and training on inclusion of people with disability in the workplace.	Ongoing

APPENDIX 1: Progress and Achievements

Progress since 2008 under the Disability Access and Inclusion Plan

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mukinbudin:

- The Shire Library has increased the number of audio books (talking books) and large print books held at the library, and these are regularly rotated through the WA LISA rotation program. These books are located at easily accessible levels and are well signed;
- Successful uploading of the Shire's DAIP onto the website;
- Positive relationships developed between other Shires through NEWROC grouping allowing a central exchange point of ideas and developments;
- Spring Festival and other events where community has involvement are held at the Mukinbudin Sporting Complex, Bowling Club or Shire Chambers, depending on numbers to facilitate persons with mobility disability, a main cause of disability within the Shire.

Outcome 2:

People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin:

- Access ramps from footpaths to road surface have been provided in certain areas;
- Auto door has been installed at the main entrance to the Shire offices;
- Pram ramps to allow minimal trip hazard from road to footpath;
- Disabled toilet signage are provided to appropriate standard.

Outcome 3:

People with disability receive information from Shire of Mukinbudin in a format that will enable them to access the information as readily as other people are able to access it:

- The Shire advertised through the local Council newsletter that Council information is available in alternative formats upon request;
- Staff are aware of how to reformat information to assist people to access Shire information.

Outcome 4:

People with disability receive the same level and quality of service from the staff of the Shire of Mukinbudin as other people receive from the staff of the Shire of Mukinbudin:

- Shire staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in understanding information.

Outcome 5:

People with disability have the same opportunities as other people to make complaints to Shire of Mukinbudin.

- The Shire provides information through public documents regarding all Council agreed new works;
- On election days the Shire ensures that buildings are accessible and that modified polling booths are in place;
- The Shire staff have proven themselves to be most understanding and very giving in assistance towards people with disability.

Outcome 6:

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Mukinbudin.

- Shire staff and officers have assisted people with disabilities to access and be included in all Council discussions and functions on request;
- Staff provide and explain the purpose of the Council function or meetings in a professional manner.

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin:

- Equal Opportunity Statements included in job advertisements;
- Opportunities for volunteering presented to persons with disability;
- Applications accepted from persons with disability and two persons with identified disability interviewed;
- Staff training in the employment of person with disability.

Implementation Plan 2019 - 2024

The Implementation Plan itemizes what the Shire of Mukinbudin will be undertaking in 2018-2023 to improve access and inclusion to Shire services, information and facilities for people with disabilities.

The Implementation Plan is presented using a table to outline the:

- individual tasks being undertaken;
- timeline for completion of the individual tasks;
- officer position or part of the public authority with responsibility for completing the individual tasks; and
- the broad strategy that the individual tasks are supporting.

As outlined in the Shire of Mukinbudin's DAIP, many of the broad strategies will not be completed in 2019-2024; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2019-2024 through the Implementation Plan.

In the event some of the broad strategies will not be achieved in 2019-2024 they will be supported by tasks outlined in future Implementation Plans.

Outcome One:

People with disability have the same opportunities as other people to access the services of, and any events organized or sponsored by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Consult people with disability on their need for services and the accessibility of current services	<ul style="list-style-type: none"> ✓ Shire staff to document all concerns and requests and report to the appropriate shire officer where disability access and inclusion is not being fully met or can be improved ✓ Bring up the topic of access and inclusion at all meetings attended by staff and councilors. 	Annually	All staffs and Management
Monitor the Shire services to ensure equitable access and inclusion	<ul style="list-style-type: none"> ✓ Staff to be encouraged to speak about access and inclusion issues in all services performed by the Shire ✓ Staff to be invited to bring up identified concerns about access and inclusion ✓ Rectify identified concerns and have a feedback mechanism in place 	Ongoing	Management
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	<ul style="list-style-type: none"> ✓ Incorporate the objectives and strategies of the DAIP into the Shires Strategic Plan ✓ Monitor new and reviewed Shire plans where DAIP values can be incorporated 	Ongoing	Management
Ensure that as far as possible and practicable, all events within the Shire are accessible and inclusive to people with disability	<ul style="list-style-type: none"> ✓ That public events within the Shire are planned incorporating the 'Creating Accessible Events Checklist' ✓ That privately run events are introduced to the 'Creating Accessible Events Checklist' and encouraged to implement 	Ongoing	Management
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the	<ul style="list-style-type: none"> ✓ Nominate staff to liaise with 'You're welcome' at AccessWA to prepare for and initiate a site visit to the Shire to identify accessible places and building ✓ Encourage businesses and groups to be part of the 	Ongoing	Management

shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	'You're Welcome' package ✓ Update the website to better broadcast the shires 'You're Welcome' features		
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Outcome Two:

People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Public building inspections to also consider standards for access and requested additional needs for access	<ul style="list-style-type: none"> ✓ Inspection of public building to include review of access for persons with mobility disabilities ✓ Incorporate into inspection reports submissions for funding to implement access upgrades ✓ Discuss with people using buildings at time of inspection about any access issues 	Continuing	PEHO and Handyman
Redevelopment building works to have where practical mobility disability access and disability access where required	<ul style="list-style-type: none"> ✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings ✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters 	Continuing	PEHO and CEO
New building works have mobility disability access and disability access where required	<ul style="list-style-type: none"> ✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings ✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters 	Continuing	PEHO and CEO
Advocate to local businesses the benefits	<ul style="list-style-type: none"> ✓ Introduce to existing and new businesses in the Shire a 'You're welcome' kit and promote the benefits 	Continuing	PEHO and CEO

of accessible venues and the importance where identified of requirements for disabled access	✓ Invite local businesses to participate in 'You're welcome' onsite inspections		
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Outcome Two (Continued):

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	✓ Arrange inspections with the 'You're welcome' staff from AccessWA to identify access and inclusion positives and negatives and strive towards listing the Shire as an accessible and inclusive destination	2014	PEHO and CEO

Outcome Three:

People with disabilities receive information from Council in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Make available Council and Shire information on request in suitable electronic form to assist	<ul style="list-style-type: none"> ✓ Provide staff with access to information that assist with digital document reformatting ✓ Provide staff with access to alternative avenues of communications such as computer enhanced 	Continuing	CEO and Administration staff

visually and hearing impaired persons to easily understand information published	<ul style="list-style-type: none"> speaking documents ✓ Liaise with the telecentre staff to highlight available technology for the needs of people with hearing and visual disabilities 		
When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published	<ul style="list-style-type: none"> ✓ That paper copies of public accessible documents are provided on request in an agreeable format such but not limited to CDROM to permit formatting of text and/or speaking document ability via a PC ✓ All public documents to be made available at the Shire front counter 	Continuing	CEO and Administration staff

Outcome Four:

People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.

Strategies	Task	Timeline	Responsibility
That shire staff are confident and professional when interacting with persons with disabilities	<ul style="list-style-type: none"> ✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used 	Continuing	CEO and Administration staff
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	<ul style="list-style-type: none"> ✓ Encourage staff at the appropriate staff meetings to raise access and inclusion issues that could need investigation 	Continuing	CEO, Administration staff and 'outside' staff

Outcome Five:

People with disabilities have the same opportunities as other people to make complaints to Council.

Strategies	Task	Timeline	Responsibility
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Continuing development and training and mentoring new staff	CEO, Senior Admin Staff
Make available on request mediums suitable for persons with disability to lodge complaints	✓ Maintain the existing and new staff capabilities to assist people where appropriate with methods for making complaints that suit individual needs	Continuing development and training and mentoring new staff	CEO, Senior Admin Staff

Outcome Six: People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

Strategies	Task	Timeline	Responsibility
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility disabilities	<ul style="list-style-type: none"> ✓ Include in notifications of public consultation the option to request a building suitable for particular access ✓ Plan meetings in buildings best suited to achieve maximum inclusion of all persons with consideration of maximum number allowed 	Continuing as needed	CEO, Admin staff CEO, PEHO & Admin staff
On request that suitable technology is made	✓ Include in notifications of public consultation the option to request technology/devices that will	Continuing as needed	CEO, Admin staff

available to assist persons with disability participate in public consultation	assist people to participate ✓ Prepare counter staff to receive requests for technology/devices and that this request is expedited to the responsible officer to arrange		CEO, PEHO & Admin staff
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Outcome Seven:

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Task	Timeline	Responsibility
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	✓ Include the equal opportunity statement in all position descriptions and job advertisements issued by the Council.	Continuing.	CEO, Admin staff
Undertake to monitor the needs of any employee with a disability and to address those needs where possible to maintain their employment.	✓ Ensure the needs of disabled people are monitored through performance reviews and routine checks where staff are known to have a disability.	Continuing.	CEO, Admin staff

7.3.7 Shire of Mukinbudin – Policy Manual Annual Review 2019	
Location:	Shire
File Ref:	ADM 360
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	16 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin Policy Manual
Documents Tabled	Nil

Summary

It is necessary for the Council to review its Shire of Mukinbudin Policy Manual in the 2019/2020 year.

NB: To ensure the Shire meets its statutory compliance obligations this item must be adopted no later than the June 2019 Council Meeting. (Please refer to Policy Manual submitted as a separate attachment.)

Background

The Shire of Mukinbudin Policy Manual was last reviewed by Council on 16th May 2018. Council Policy currently states the following regarding the Policy Manual

Policy Number: 1.1.8 Policy Change and Review

Policy Statement

- (1) That policies of Council be fully reviewed within 6 months of each Ordinary Local Government Election.*
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.*
- (3) All changes of policy be issued to Policy Manual holders for Manual update.*

Purpose

To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made 'on the run'.

Council made no amendments to the Policy Manual during the 2018/2019 year:

The CEO has identified a number of amendments which he believes are required to the Policy Manual and is seeking Council support to amend these Policies prior to formal adoption at the June 2019 Ordinary Meeting of Council.

New Policy 1.

Stock Fencing Policy along Roadside to allow for the CEO to deal with Landowners when Roadworks are to be carried out and roadside clearing is involved which will impact the Landowners fence.

New Policy 2.

The Shire of Mukinbudin has paid an "MBL Allowance" to staff, this allowance amounts to \$57.69 per fortnight (fulltime employees and paid pro rata) the CEO is not aware when the payment of this Allowance commenced however understands this intention to be an over award payment for employees. The current Policy Manual is silent with regards to the payment of any such Policy and a new Policy should be created to address / reflect this payment accordingly.

New Policy 3

Debt recovery Policy

The only reference in the current Council Policy regarding Debt recovery is as follows:

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current other receivables are classified as non-current assets.

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

The CEO believes that a Policy should be created to allow for the timely and efficient collection of Debts by providing staff with a clear guidelines and understanding of Councils Debt collection expectations.

Policy Clarification

Policy 4.2 – Housing Allowance

The Policy currently states:

4.2 Housing Incentive - Owner Occupied Housing

POLICY

All permanent full time staff who reside in a non-Council owned property shall receive a Housing Allowance.

OBJECTIVES

To encourage staff to reside in the Shire of Mukinbudin and to assist employees to purchase a land asset

GUIDELINES

This policy applies to all employees, irrespective of commencement date, however no back payments will be forthcoming.

HISTORY

REVIEW

Finance & Administration Manager

Whilst the Housing allowance is generally understood to be \$40.00 per fortnight (payable Pro Rata) this amount should be stipulated in the Policy and Amended as required by the Council when reviewing the Policy Manual Annually as required.

Legislation

Local Government Act 1995

Policy Implications

Updated Policy Manual

Consultation:

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That the CEO amend the Policy manual as follows to be formally considered at the June 2019 Ordinary meeting of Council:

Create New Policies as follows: Stock Fencing, MBL Allowance and Debt Collection.

Amendment to existing Policies as follows: Policy 4.2 – Housing Incentive – Owner Occupied Housing.

Other minor Policy amendments as deemed necessary.

Carried /



Shire of Mukinbudin

Policy Manual

Locations of the Original Policy Manual

Copies	Locations
1	CEO Office
2	Finance & Administration Manager Office
3	Mukinbudin Library
4	Admin Front Office
5	Council Chambers

Date	Review / Changes
18 June 2014	Version 1, Reviewed 18 June 2014
17 June 2015	Version 2, Reviewed 17 June 2015
18 May 2016	Version 3, Reviewed 18 May 2016
17 May 2017	Version 4, Reviewed 17 May 2017
16 May 2018	Version 5, Reviewed 16 May 2018
29 June 2019	Version 6, Reviewed 29 June 2019

FOREWORD

The *Local Government Act 1995* envisaged the separation of the roles of the Council and the Chief Executive Officer.

In summary the *Local Government Act 1995* envisaged that the roles would be as follows:

COUNCIL

Responsible for decision making and policy

CHIEF EXECUTIVE OFFICER

Responsible for day to day management under those policies

The roles of the Council and the Chief Executive Officer are complimentary and focused at achieving the strategic objectives of the Local Government.

Effective role separation provides a number of benefits to the organisation and promotes effective local government. In particular it achieves:

- A focus by the Council on the strategic issues;
- A real need for Council to identify policy issues and address decision making on key issues.

INTRODUCTION

This Policy Manual is intended as a guide to elected members, staff and the public on the normal practices and activities of the Shire of Mukinbudin. The policies do not require absolute adherence, but may be changed as circumstances dictate, in accordance with Council's directions and amended by Council from time to time.

Staff are expected to comply closely with the spirit and intention of the policies and to use care and discretion in implementing the policies to ensure the best possible outcome, whether or not a particular event complies totally with the stated policy. Implementation must be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly or in part or not at all, any or all of the policies without notice.

This document does not stand alone, but is part of a "hierarchy", which comprises (in order of priority) –

- **Legislation** – Acts of Parliament, Regulations etc.
- **Common Law** – legal precedent, interpretation and decisions made by courts
- **Delegated legislation** – local laws, town planning policy
- **General policy** – administrative policy

To aid in understanding the complexity of the administrative process, the following information is provided to address the subjects of policy, procedures and delegations.

Definitions

The *Local Government Act 1995* has not defined the term "delegation" or "delegated power", however:

- s5.16 refers to "... the exercise of any of its powers and duties..."
- s5.42 refers to "... the exercise of any of its powers or the discharge of any of its duties..."

The term "policy" is not defined anywhere in the *Local Government Act 1995*.

Accordingly, throughout this document, the following terms apply, insofar as they are consistent with enabling legislation.

“*Authority*” means the permission or requirement for a committee or the CEO to act in accordance with:

- the *Local Government Act 1995* or other legislation or regulation;
- a delegation made by Council;
- a policy made by Council; or
- a specific decision of Council.

“*Delegation*” means the authority for a committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organizational review.

“*Policy*”, as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instructions in a particular way; or
- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

“*Instruction*”, means the requirement for a staff member to act in accordance with a direction given by a senior officer of Council.

Head of Power

Unless stated otherwise, the *Local Government Act 1995* constitutes the head power for Council to make policies.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to assign responsibilities and authority to various officers. In order to maintain consistency with the concepts of the *Local Government Act 1995*, all directions are made by the CEO, who is then responsible for the implementation of the function, either personally or through management of officers and staff.

It is Council’s expectation that the CEO will assign responsibilities relevant to a specialist or specific position to the appropriate person.

Process

It is a requirement of the *Local Government Act 1995*, s5.18 and s5.46 (1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, and to ensure consistency and relevancy, Council and the appropriate officers will also formally review all policies at the same time, and their application confirmed.

In this way, the Policy Manual will be reviewed and a formal motion of application passed, prior to the commencement of the new financial year.

New Policies

Council may make new Policies at any time.

However, unless specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or on-going Policy.

As new policy is made, they will be appended to this Policy Manual for update at the next review.

Amended and Revoked Policies

Revoked and amended policies are to be retained as a Council record.

The full text of a policy will be retained as a Council record for future reference, to ensure that actions when reviewed in later years can be substantiated, and so that should queries be raised the application of policy and any amendments can be traced. New text pages will be replaced, amended and revoked text will be filed accordingly.

The history of the policy will be amended to show date and resolution number of the motion of the amendment.

Certification

Council formally reviewed this Policy Manual on 16 May 2018 Ordinary Council meeting and Resolution N° 13 05 17 confirming its application.

Gary Shadbolt
President

16 05 2018

Dirk Sellenger
Chief Executive Officer

17 05 2018

POLICY

DEFINITION

Policy development for the Shire of Mukinbudin is proposed within the following guidelines.

- Intent
Policy is a high level statement of how the Council will act.
- Outcome
Policy should be enabling and focus on outcome.
- Certainty
Policy should be non-negotiable.
- Conceptual
Policy does not detail procedures for implementation.

PROCEDURES – What are they?

(see Council's separate Procedures Manual)

These are the detailed tasks to be performed by staff in the completion of certain specified activities.

In the past, many procedures have had the consideration of the Council and act as a guide to staff as to how the Council wishes certain matters to be approached or resolved.

Procedures allow the staff to expedite action without the need to refer the matter to Council. Given the separation of roles under the Act, with Council relinquishing involvement with day-to-day management, procedures are now the responsibility of the CEO.

DELEGATION – What is it?

(see also Council's Delegation Register)

Section 5.42 of the Act provides for the delegation, by absolute majority, of some powers and duties to the CEO. Section 5.43 places limits on the extent of delegation where a local government **cannot delegate** to the CEO any of the following powers or duties:

- Any power or duty that requires a decision of an absolute majority or a 75% special majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph of section 5.43;
- Appointment of an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government i.e. \$1,000.00; being one thousand dollars.
- Any of the local government's powers under sections 5.98, 5.99 and 5.100 (relating to the payment of sitting fees for elected members);
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5 of the Act;
- Any power or duty that requires the approval of the Minister or the Governor; or
- Such other powers or duties as may be prescribed.

For the purpose of further clarity, the following matters are identified as powers that cannot be delegated:

- Any matter relating to the payment of compensation in any form to either staff or members of the public;
- Any matters which substantially change the direction of Council's Strategic Plan;
- Any decision that is likely to involve unbudgeted expenditure;
- The changing or altering of any budget;
- The making or passing of Local Laws;
- Any decision which directly is intended to involve the Council in any litigation;
- The preparation of or adoption of a Town Planning Scheme amendment;
- The adoption of policy;

Under the accepted interpretation of the *Local Government Act 1995*, the *Health Act 1911* and the *Local Government (Miscellaneous Provisions) Act 1960*, **the CEO is given a clear duty to carry out:**

- All of those administrative procedures that are not clearly specified under the Acts as a power of the elected Council;
- All administrative and management functions related to human resources (subject to s5.37 of the Act relating to Senior Employees);
- All functions that have been defined by the elected Council in Policy, Local Laws or are supported by previous accepted practices of the Council that comply with statutory and best practice standards;
- All those procedures that are contained within the Procedures Manual as endorsed by the elected Council.

This manual has been prepared to assist Council and staff members to administer the Shire of Mukinbudin by providing a copy of policies adopted by Council on a variety of matters.

The Manual should reduce the need to refer matters of a repetitive nature and/or of minor importance to Council for a decision as well as assisting Councillors and staff to readily answer queries raised by electors.

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GOVERNANCE

1.1 Policy Manual Amendments

POLICY	Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating – <ul style="list-style-type: none"> - the proposed policy, and - that the Policy Manual be updated
OBJECTIVES	To ensure that the Policy Manual is up to date, relevant and reflects only Council's specific instructions.
GUIDELINES	If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing Policy.
HISTORY	Former Policy 1.1.8 Policy Change and Review
REVIEW	Chief Executive Officer

1.2 Meeting Dates

POLICY	Council is to meet on the third (3 rd) Wednesday of each month, February to December at 1pm (there is usually no Ordinary Meeting of Council in January of any year). Council is free to amend the meeting date as deemed necessary.
OBJECTIVES	To regulate and set Ordinary Council meeting dates
GUIDELINES	Dates to be published at least once per year <i>Local Government Act 1995 - s5.3</i> <i>Local Government (Administration) Regulations 1996 – reg 12</i>
HISTORY	Former policy 1.1.1
REVIEW	Chief Executive Officer

1.3 President's Allowance

POLICY	The Presidential Allowance, as set in Council's annual budget, is to be paid quarterly throughout the financial year.
OBJECTIVES	To ensure that the President's annual allowance is paid regularly.
GUIDELINES	Payment Arranged by the Manager of Finance Salaries and Allowance Tribunal <i>Local government Act 1995 - s5.98(5)</i> <i>Local Government (Administration) Regulations 1996 – reg 33</i>
HISTORY	
REVIEW	Finance & Administration Manager

1.4 Councillor Attendance Fees

POLICY	The Shire President and Councillors meeting attendance fees to be set prior to annual budget deliberations.
OBJECTIVES	To establish the fees payable for attendance at meetings.
GUIDELINES	Payment Arranged by the Manager of Finance Salaries and Allowances Tribunal <i>Local government Act 1995 - s5.98(1)</i> <i>Local Government (Administration) Regulations 1996</i> – reg 30
HISTORY	
REVIEW	Finance & Administration Manager

1.5 Citizenship Ceremonies

POLICY

- (1) The Shire President will conduct Citizenship Ceremonies on behalf of Council.
- (2) In the absence of the President from the Shire, the Deputy Shire President or CEO may conduct the ceremony.

OBJECTIVES

To state the process for the conduct of citizenship ceremonies in accordance with the Australian Citizenship Ceremonies Code which provides guidance for organisers and sets out the legal and other requirements which all ceremonies must follow

GUIDELINES

HISTORY

Former policy 1.1.2

REVIEW

Chief Executive Officer

1.6 Office Opening Hours

POLICY	The Administration Office hours shall be open to the general public from 8.30am to 4.30pm, five days per week, excluding weekends and public holidays
OBJECTIVES	To ensure electors and clients have maximum opportunity to undertake council business
GUIDELINES	The Chief Executive Officer may, when considered appropriate, vary the hours of access for a period not exceeding 4 consecutive weeks.
HISTORY	Former policy 1.1.1
REVIEW	Chief Executive Officer

1.7 Staff Induction Manual

POLICY	<p>Council will maintain a separate policy document called “Staff Induction Manual” dealing with policy matters directly relating to the employment of staff. Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating –</p> <ul style="list-style-type: none"> - the proposed policy, and - that the Staff Induction Manual be updated
OBJECTIVES	<p>To ensure that the “Staff Induction Manual” Policy Manual is up to date, relevant and reflects only Council’s specific instructions.</p>
GUIDELINES	<ul style="list-style-type: none"> • If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing Policy. • Senior Officer Contract
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

1.8 Travel Expenses

POLICY	<p>The Shire shall reimburse Council Members and staff for travel to Council and Committee meetings and other Shire business approved by the CEO.</p> <p>Reimbursement of travel expenses, if claimed by the Councillor or staff member, is to be made in accordance with the Public Service Award 1992 schedule F.</p> <p>The rates in Schedule F – Motor Vehicle Allowance are to be as per the South West Land Division.</p> <p>Claims will ideally be reimbursed on a quarterly basis. It is the responsibility of Elected Members to claim any travel reimbursement.</p>
OBJECTIVES	To set Councillor's expense parameters when travelling on official business
GUIDELINES	<p>Claims for expenses are to be forwarded to the Finance & Administration Manager</p> <p><i>Local Government Act 1995 – Div 8 – s5.98 Fees, expenses & allowances & s 5.99A</i></p> <p><i>Local Government (Administration) Regulations – reg31, 32, 34AB</i></p> <p>Salaries and Allowances Tribunal</p>
HISTORY	
REVIEW	Finance & Administration Manager

Reference: Public Service Award 1992

SCHEDULE F - MOTOR VEHICLE ALLOWANCE

As from the first pay period commencing on or after 15 July 2008 (still current at 17 May 2017)

Engine Displacement (in cubic centimetres)			
Area Details	Rate (cents) per kilometre		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under 2600cc
Metropolitan Area	89.5	64.5	53.2
South West Land Division	91.0	65.4	54.0
North of 23.5° South Latitude	98.6	70.6	58.3
Rest of the State	94.3	67.5	55.6

1.9 Members Conference/Course Attendance and Partners Expenses

POLICY	<p>Council shall pay registration fees for members attending approved conferences</p> <p>Council shall not pay conference registration fees for partners.</p> <p>Members wishing to attend a course/conference will obtain Council resolution at a convened meeting of Council prior to committing to attend. In circumstances requiring a decision before the next monthly Council meeting will seek authority from the Shire President and CEO before committing approval of registration</p>
OBJECTIVES	To clarify what costs can be incurred/ recouped by Members.
GUIDELINES	Members wishing to attend a conference shall obtain Council approval by resolution at a meeting of Council prior to committing to attendance, and in circumstances requiring a decision before the next ordinary meeting, shall seek authority from the President and Chief Executive Officer.
HISTORY	
REVIEW	Chief Executive Officer

1.10 Members Accommodation/Meal Expenses

POLICY	<p>Council shall pay accommodation and in-house meal expenses for Members and partners up to \$350 per day</p> <p>On those days where no accommodation is required, meal expenses, as evidenced by receipts, shall be reimbursed</p> <p>Council shall pay WALGA conference dinner expenses for Members and partners in accordance with Policy 1.09</p>
OBJECTIVES	To clarify what costs can be incurred/recouped by Members.
GUIDELINES	Members wishing to attend a conference shall obtain Council approval by resolution at a meeting of Council prior to committing to attendance, and in circumstances requiring a decision before the next ordinary meeting, shall seek authority from the President and Chief Executive Officer.
HISTORY	
REVIEW	Chief Executive Officer

1.11 Code of Conduct for Elected Members and Staff

POLICY The Code of Conduct for Elected Members and staff on the following pages be adopted as policy inclusive of the following:

Value of a Token Gift - \$100.00

Value for purpose of Hospitality - \$100.00

OBJECTIVES Council is required under the provisions of the *Local Government Act 1995* to adopt such a policy

GUIDELINES *Local Government Act 1995-s Code of Conduct*

Local Government Act 1995-s5.103

Gifts

Local Government (Admin) Regulations – reg. 34B

Token gift - \$100.00

Local Government (Admin) Regulations – reg. 34B(5)

Hospitality - \$100.00

Local Government (Official Conduct) Amendment Act 2007

Local Government (Rules of Conduct) Regulations 2007

HISTORY Former policy 1.1.6

REVIEW Chief Executive Officer

ATTACHMENT 1.11 CODE OF CONDUCT-ELECTED MEMBERS AND STAFF

PREAMBLE

The Code of Conduct provides elected members and staff of the Shire of Mukinbudin with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in: -

- a) Better decision making;
- b) Greater community participation in the decisions and affairs of the Council;
- c) Greater accountability of the Council to its community; and
- d) More efficient and effective local government

The Code provides a guide and a basis of expectations for elected members and staff. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the *Local Government Act 1995* (s5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regs 34B and 34C)

RULES OF CONDUCT

Council members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinized in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*

ROLE OF ELECTED MEMBERS

The President shall have a role in maintaining harmonious relations and adherence to this Code of Conduct by Councillors in consultation with the CEO.

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Mukinbudin will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Council's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Councillors and on the Shire of Mukinbudin.

1 CONFLICT AND DISCLOSURE OF INTEREST

1.1 Conflict of Interest

- a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfillment of their professional duties.
- b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Mukinbudin or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence);
- d) Members and Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

1.2 Financial Interest

Members and staff will adopt the principles of disclosure of financial interests as contained within the Local Government Act 1995.

1.3 Disclosure of Interest

- a) In addition to disclosure of financial interests, members and staff including persons under a contract for services:
- attending a Council or Committee meeting; or
 - giving advice to a Council or Committee meeting;
- are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.
- b) where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at a time the advice is given, and is to be recorded in the minutes of the meeting.

2 PERSONAL BENEFIT

2.1 Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Mukinbudin upon its creation unless otherwise agreed by separate contract.

2.3 Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.4 Gifts and Bribery

- (a) Members are not to accept a gift other than a gift of or below \$100 from a person who is undertaking, or is likely to undertake, business –
- That requires the person obtain any authorisation from the Shire of Mukinbudin;
 - By way of contract between the person and the Shire of Mukinbudin; or
 - By way of providing any service to the Shire of Mukinbudin.
- (b) Members who accept a gift of or below \$100 from a person referred to in (a) above are to record in a register of token gifts-
- The names of the persons who gave and received the gift
 - The date of receipt of the gift; and
 - A description and the estimated value of, the gift.

Gifts given by way of hospitality; or classes of gift such as key rings, caps, T-shirts and drinks to the value of \$100.00 given by way of hospitality, need not be recorded.

- (c) This clause does not apply to gifts received from a relative (as defined in s5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply)

3 CONDUCT OF MEMBERS

3.1 Personal Behaviour

- (a) Members and staff will:
- i. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - ii. refrain from any act which may be construed as sexual harassment, and report acts of sexual harassment to the President (if the allegation concerns a council member or the CEO) and in accordance with instructions in the Procedures Manual distributed by the CEO (where the allegation concerns an employee other than the CEO);
Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:-
 - Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
 - Subtle or explicit demands for sexual activities or molestation.
 - Intrusive enquiries into a person's private life.
 - Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.

- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.
- iii. Perform their duties impartially and in the best interests of the Shire of Mukinbudin and the community, uninfluenced by fear or favour;
 - iv. Act in good faith (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Mukinbudin and the community;
 - v. Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and,
 - vi. Always act in accordance with their obligation of fidelity to the Shire of Mukinbudin.
- (b) Members will represent and promote the interests of the Shire of Mukinbudin, while recognizing their special duty to their own constituents.

3.2 Honesty and Integrity

Members and staff will:

- a) observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards
- b) bring to notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer.
- c) be frank and honest in their official dealing with each other.

3.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.
- (c) Staff wishing to undertake employment additional to duties performed for the Shire of Mukinbudin should first obtain the approval of the CEO. No other employment should compromise the duties performed for the Shire of Mukinbudin.

3.4 Compliance with Lawful Orders

- a) Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- b) Members and staff will give effect to the lawful policies of the Shire of Mukinbudin, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

The CEO will keep the Council fully informed of the capacity of its administrative structure to comply with the purposes and legislative requirements of *the Local Government Act 1995*.

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

3.6 Corporate Obligations

- (a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

- (b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

- (ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

3.7 Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members need to:

- Accept that their role is a leadership, not a management or administrative one;
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- Refrain from publicly criticising staff in any way that casts aspersions on their professional competence and credibility.

3.8 Appointments to Committees

As part of their respective role Members are often asked to represent Council on external organisations.

It is important that Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

4 DEALING WITH COUNCIL PROPERTY

4.1 Use of Local Government Resources

Members and staff will:

- a) be scrupulously honest in their use of the Shire of Mukinbudin's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- b) Use the Shire of Mukinbudin resources entrusted to them effectively and economically in the course of their duties; and
- c) Not use the Shire of Mukinbudin's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Traveling and Sustenance Expenses

Members and staff will only claim or accept traveling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Mukinbudin in accordance Council policy and the provisions of the Local Government Act 1995.

4.3 Access to Information

- i) Staff will ensure that Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members;
- ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

ATTACHMENT 1.11A – RULES OF CONDUCT

Western Australia

**Local Government (Rules of Conduct)
Regulations 2007**

As at 21 Oct 2007

Version 00-b0-02

Extract from www.slp.wa.gov.au, see that website for further information

Western Australia

Local Government (Rules of Conduct) Regulations 2007

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Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Part 1 — General

1. Citation

These regulations are the *Local Government (Rules of Conduct) Regulations 2007* ¹.

2. Commencement

These regulations come into operation as follows:

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government (Official Conduct) Amendment Act 2007* section 11 comes into operation.

3. General principles to guide the behaviour of council members

- (1) General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) avoid damage to the reputation of the local government; and
 - (e) be open and accountable to the public; and
 - (f) base decisions on relevant and factually correct information; and

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- (g) treat others with respect and fairness; and
 - (h) not be impaired by mind affecting substances.
- (2) The general principles referred to in subregulation (1) are for guidance of council members but it is not a rule of conduct that the principles be observed.

4. Contravention of certain local laws

- (1) In this regulation —
- local law as to conduct* means a local law relating to conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

Part 2 — Rules of conduct

5. Rules of conduct

- (1) This Part contains the rules of conduct referred to in section 5.104(1) of the Act.
- (2) The rules of conduct apply to a council member whether or not acting as a committee member.

6. Use of information

- (1) In this regulation —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
 - (a) information that the council member derived from a confidential document; or
 - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or

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Local Government (Rules of Conduct) Regulations 2007

Part 2 Rules of conduct

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- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

7. Securing personal advantage or disadvantaging others

- (1) A person who is a council member must not make improper use of the person's office as a council member —
 - (a) to gain directly or indirectly an advantage for the person or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subregulation (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

8. Misuse of local government resources

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*; or
- (b) for any other purpose,

unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

9. Prohibition against involvement in administration

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.

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Local Government (Rules of Conduct) Regulations 2007
 Rules of conduct **Part 2**

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- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. Relations with local government employees

- (1) A person who is a council member must not —
- (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

11. Disclosure of interest

- (1) In this regulation —
- interest* means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person

Extract from www.slp.wa.gov.au, see that website for further information

Local Government (Rules of Conduct) Regulations 2007

Part 2 Rules of conduct

r. 11

having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if —
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —

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 Rules of conduct **Part 2**

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- (a) under subregulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
- (b) under subregulation (5)(b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

12. Gifts

- (1) In this regulation —

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

notifiable gift, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is a council member, means —

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Part 2 Rules of conduct

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- (a) a gift worth \$300 or more; or
 - (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.
- (2) A person who is a council member must not accept a prohibited gift from a person —
- (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a local government discretion.
- (3) A person who is a council member and who accepts a notifiable gift from a person —
- (a) who is undertaking or seeking to undertake; or
 - (b) who it is reasonable to believe is intending to undertake,
- an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with subregulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —
- (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,
- of each other gift accepted within the 6 month period.

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Rules of conduct **Part 2**

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- (5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

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Notes

- ¹ This is a compilation of the *Local Government (Rules of Conduct) Regulations 2007*. The following table contains information about those regulations.

Compilation table

Citation	Gazettal	Commencement
<i>Local Government (Rules of Conduct) Regulations 2007</i>	21 Aug 2007 p.4203-16	r. 1 and 2: 21 Aug 2007 (see r. 2(a)) Regulations other than r. 1 and 2: 21 Oct 2007 (see r. 2(b) and <i>Gazette</i> 21 Aug 2007 p. 4173)

1.12 Legal Representation Cost Indemnification

POLICY That Council adopt the Department of Local Government and Communities “Legal Representation Cost Indemnification” as amended from time to time

OBJECTIVES To establish firm parameters for cost indemnification

GUIDELINES Adopted Department of Local Government and Communities Model Policy to be applied as and when required

HISTORY

REVIEW Chief Executive Officer

ATTACHMENT 1.12

POLICY ON LEGAL REPRESENTATION COST INDEMNIFICATION

1.0 Introduction

- This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
- In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

2.0 General Principles

- a) The Shire of Mukinbudin may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith.
- b) The Shire of Mukinbudin may provide such assistance in the following types of legal proceedings:
 - i) Proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour.
 - ii) Proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions); and
 - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The Shire of Mukinbudin will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Furthermore, the Shire of Mukinbudin may seek its own advice on any aspect relating to such comments and criticisms or relevance to it.

- d) The legal services the subject of assistance under this policy will usually be provided by the Shire of Mukinbudin's solicitors or, where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors approved by the Shire of Mukinbudin.

3.0 Applications for Financial Assistance

- a) Subject to item (e), decisions as to assistance under this policy are to be made by Council
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorization to the value of \$5,000 provided that the power to make such an authorization has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

4.0 Repayment of Assistance

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any monies paid or payable by the Shire of Mukinbudin.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire of Mukinbudin or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire of Mukinbudin may take action to recover any such moneys in a court of competent jurisdiction.

1.13 Honorary Freeman of the Municipality

POLICY

That Council confer the title of “Honorary Freeman of the Municipality” upon a person exceptional service and contribution

No more than one such Title shall be awarded in any one year.

The Mukinbudin Shire Council has agreed to set up a system of awarding Freeman of the Shire of Mukinbudin based on people’s contribution to the life of the community and works done outside of those provided for Australia Day and the Federal Award System.

The system would provide the awardees with a certificate and would automatically involve them in invitations to formal Council functions and recognition at all those functions.

Freeman on the Shire of Mukinbudin are decided by Council on the nomination of individual Councillors and is done so by Absolute Majority

OBJECTIVES

To recognise the commitment and service of recipients to Council.

To recognise outstanding and meritorious service to the Shire of Mukinbudin

GUIDELINES

Local Government Act 1995 – s3.1(1)

General function powers

Local Government Act 1995 Section 2.7 – The Role of Council

Subject to the eligibility and selection criteria of this policy being met, Council may, by a Absolute Majority decision of Council, confer the title of ‘Honorary Freeman of the Municipality’ to a former President or ‘Freeman of the Municipality’ on any person. The title shall be reserved for persons who have rendered exceptional service to the community.

The process for nomination and selection for the title are as follows:

1. Eligibility Criteria for ‘Freeman of the Municipality’

Nominees for the conferring of the title ‘Freeman of the Municipality’ should have lived within the Shire of Mukinbudin for a significant number of years (significant is taken to mean at least 10 years) and who have given extensive and distinguished service to the community (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

2. Selection Criteria

Nominees will be judged on their record of service to the community. The selection criteria are to include:

- a) length of service in a field (or fields) of activity
- b) level of commitment to the field (or fields) of activity
- c) personal leadership qualities

- d) benefits to the community of the Shire of Mukinbudin resulting from the nominee's work
- e) specific achievements of the nominee

3. Nomination Procedure

- a) Nominations for the Award may be made by Councillors, individuals or organisations and are to be sponsored by a Councillor of the Shire of Mukinbudin. They are to be submitted to the Shire President or CEO on the Official Nomination Form (as appended).
- b) Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- c) On receipt of a nomination the Shire President or CEO shall have the nomination listed as a "confidential agenda item" at the next Ordinary Council Meeting.
- d) The Full Council will consider the nomination and make a decision whether or not to confer the title 'Freeman of the Municipality' on the nominee.

e) Council shall consider the item behind closed doors, with any decision to be made by a Absolute Majority decision of Council.

f) Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable press statement is to be released.

4. Title of 'Honorary Freeman of the Municipality'

A person who has acted as Shire President at the Shire of Mukinbudin for a period of twenty consecutive years will be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment will be made at the conclusion of their term of office.

5. Awarding the Titles

The formal conferring of these titles is to be carried out at a reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony shall rest with the Shire President, in consultation with the Chief Executive Officer.

The successful nominee shall receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Councillor badges) which confirms his or her status and shall be invited to attend all civic functions.

6. Number of Freeman within the City

There is no limit on the number of persons upon which the title of Freeman of the Shire of Mukinbudin may be conveyed.

HISTORY Previously awarded under the Local Government Act 1960 – s691A Former policy 1.1.16

REVIEW Chief Executive Officer

Nomination Form for the conferring of the title
'Freeman of the Municipality'

The information contained in this document is strictly confidential

To: The Shire President
Shire of Mukinbudin
PO Box 67
MUKINBUDIN WA 6479

Dear Sir/Madam

I hereby nominate.....
(Full Name)

of
(Address)

for the conferring of the title 'Freeman of the Municipality'.
In support of this recommendation I supply the information set out on pages 2 and 3 of this document.

Yours faithfully

..... Date.....

DETAILS OF PERSON SUBMITTING NOMINATION

The following information about the person submitting this recommendation is needed to enable officers of the Shire of Mukinbudin to see further details, if required. In addition to completing the full details below, please indicate, in the box provided, your preferred address for further contact.

NAME (IN FULL):

HOME ADDRESS:

HOME PH NO:

BUSINESS ADDRESS:

TELEPHONE NO:

DETAILS OF PERSON BEING NOMINATED FOR THE TITLE

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available on page 3 of the form, please attach a separate statement.

- SURNAME:
- GIVEN NAMES:
- HOME ADDRESS:
- TELEPHONE NO:
- OCCUPATION:
- BUSINESS ADDRESS:
- TELEPHONE NO:
- AWARDS ETC:
- DATE AND PLACE OF BIRTH:

Please set out below details of the activities undertaken by the person you are nominating, and the reasons why you consider he or she should receive special recognition from the Council of the Shire of Mukinbudin by the conferring of the title 'Freeman of the Municipality'.

The names and addresses of individuals and/or organisations able to support your recommendation should also be provided.

1.14 Use of Common Seal

POLICY	A document is validly executed by the Shire of Mukinbudin when the seal of the Shire is affixed to it by the Shire President and the Chief Executive Officer, and the President and Chief Executive Officer attest the affixing of the seal.
OBJECTIVES	To validate the procedure for the execution of legal documents
GUIDELINES	<p>When affixing the common seal the following clause is to be notated on the document:</p> <p>“The common seal of the Shire of Mukinbudin was hereunto affixed by authority of its Council in the presence of...”</p> <p>“Use of the Common Seal Register”</p>
HISTORY	Previous Policy
REVIEW	Council

1.15 Social Media Policy

POLICY	To promote effective and productive community engagement through social media. The Social Media Policy and Procedures promote understanding about the spread, nature and impact of social media and suggest guidelines, limitations and parameters regarding its use.
OBJECTIVES	To outline the Shire's position in relation to the use of social media by its employees in an official capacity and to clarify what is acceptable and unacceptable regarding the use of social media by employees.
GUIDELINES	<p>The Shire of Mukinbudin ("the Shire") embraces the use of social media for the promotion, development and delivery of its services, and to facilitate communication with residents, ratepayers and visitors. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.</p> <p>It is unacceptable for any social media channels to be used for personal commentary which may be used for personal commentary which may be interpreted as the views of the Shire of Mukinbudin.</p> <p>Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks. It includes all existing and emerging electronic/digital communication applications.</p>
HISTORY	May 2016

REVIEW

Chief Executive Officer

1.16 Internet and Email Usage

POLICY	Internet and Email Usage policy is in place.
OBJECTIVES	To provide a framework for appropriate access to and use of internet and email systems.
GUIDELINES	<p>The Shire of Mukinbudin is committed to providing its staff with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <ul style="list-style-type: none"> • Usage of internet and email facilities is primarily limited to job-related activities. However some personal use within reason is permitted at the discretion of the Chief Executive Officer, Employees are to ensure they use the internet responsibly and productively. • All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire. <p>The Internet and Email Usage Policy applies to the accessing of internet and email systems by all employees in the performance of their work. Specifically this includes:</p> <ul style="list-style-type: none"> • Internal and external email traffic. • Internet access. • Network access.
HISTORY REVIEW	<p>May 2016 Chief Executive Officer</p>

COMMUNITY SUPPORT

2.1 Charitable Works

POLICY	All donations of “in kind” work exceeding \$1,000 in value, by way of use of Council staff and/or equipment, to not for profit/charitable organisations are to be a resolution of Council.
OBJECTIVES	For Council to determine level of support and use of its equipment for not for profit/charitable purposes
GUIDELINES	This excludes private works for which Council is to be reimbursed
HISTORY	Former policy
REVIEW	Chief Executive Officer

2.2 Concessions – Hall Hire Charges – Not for profit groups

POLICY	There will be no subsidising, reducing or waiving of Council charges, unless upon written application, the Chief Executive Officer is of the opinion that extenuating circumstances apply, in which case the application will be considered on its merits by Council. Council may at its discretion authorise a donation to offset hall hire charges.
OBJECTIVES	To maintain the integrity of the Fees and Charges set in Council's annual budget deliberations
GUIDELINES	<i>Local Government Act 1995 – s6.16</i> Fees and Charges Council currently heavily subsidises its fees and charges for the use of recreation facilities and is of the view that no additional subsidy is warranted
HISTORY	
REVIEW	Finance & Administration Manager

2.3 Community Grants Scheme

POLICY The Shire will make available a provision in its annual budget to provide for a community grants scheme for local projects costing up to \$10,000.

Provision of grants will be solely at the discretion of Council

OBJECTIVES To encourage local community groups to provide services to electors of the Shire

GUIDELINES

- Applications, in writing, to be received and approved prior to commencement of project;
- Applicants to provide financial documentation, together with full details and the actual or estimated cost;
- Voluntary labour content will be considered at the discretion of Council;
- Expenditure to be on Capital improvements only;
- Expenditure approved for future projects/ purchases only;
- Grants will be up to 50% of total costs net of other grants, subsidies or donations;
- Payment of approved grants to be on receipt of paid invoices

HISTORY

REVIEW Finance & Administration Manager

2.4 Collocation of Sporting Clubs

POLICY	The Shire will not support or approve any construction or extension to sporting facilities that will result in duplication of existing facilities or where co-location within existing facilities will provide a better outcome.
OBJECTIVES	To encourage collocation where the net benefits are significant to the Shire and the clubs involved
GUIDELINES	<p>When applications for grants, support or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through co-location within existing facilities.</p> <p>In cases where collocation provides a net benefit, the Council will generally not support stand-alone applications for facilities.</p>
HISTORY	No former policy exists
REVIEW	Chief Executive Officer

2.5 Business Investment Policy

- POLICY** The Shire will support new business ventures to start within the Shire boundaries provided it meets the below criteria. The business must;
- Not be able to use participation in program to influence competition in market place, and
 - Offer services that are in high demand.
- OBJECTIVES** To encourage business investment in the Shire and ensure that all new businesses (in line with the above criteria) are supported during their startup phase.
- GUIDELINES**
- When businesses show interest in setting up within the Shire boundaries they approach the Shire administration staff to be part of the program.
 - The business owner is assisted with their application which is put to the next Full Council meeting once complete.
 - Council to decide whether the business will be accepted onto the program and which of the following areas they are willing to assist.
 - Rates Concession
 - Marketing and Promotional Pack
 - “Open Day’ for the new business
 - Assistance with Site Works
 - Discounted Application Fee
- TERMS & CONDITIONS**
1. All applications will be assessed on a case by case basis in which Council has the authority to refuse entry onto the Business Investment Program at any time.
 2. There is no guarantee that businesses will be granted the

assistance requested on page three (3) of the application as it is at the discretion on Council at all times. See the below conditions for each requested area of assistance;

- a. Rates holidays; are typically available for 36 months where the businesses pay no rates within this period. 50% of rates are paid by the business for following 12 months and full rates are paid to Council thereafter.
 - b. Marketing & Promotional Pack; assistance and advice given by the Economic Development and Marketing Officer on marketing in the local area. Cost of all marketing & promotional materials to be at the businesses cost unless otherwise informed by Council.
 - c. Open Day; Held by the Business at the new businesses premises. The Shire of Mukinbudin will contribute to the value determined on a Case by Case basis, limited to a maximum of \$300.
 - d. Site Works; if required Council will assist depending on the capacity of works needed and the availability of staff at that time. An exact cost and detailed drawings of the site plan must be included in this application.
 - e. Discounted Application Fees; a discount of up to 50% of application fees will be offered to the business at Councils discretion.
3. If the applicant is not granted approval onto the Business Investment Program they will be advised in writing.
 4. Application must also be coupled by a cover letter outlining the businesses details and including their corporate logo.

HISTORY

REVIEW

Finance & Administration Manager

2.6 Harvest Bans

POLICY

The Shire will set conditions that will apply when ***Bush Fires Regulation 38A (for Restricted and Prohibited Burning Times) and Bush Fires Regulation 24C (for Total Fire Ban Days) - (Use of engines, vehicles, plant or machinery likely to cause bush fire)*** of the ***Bush Fires Regulations 1954*** (commonly called a Harvest and Movement of Vehicles in Paddocks Ban) is used. When a fire breaks out in the Shire of Mukinbudin an immediate harvest and vehicle movement ban be imposed.

The Chief Executive Officer, CBFCO, DCBFCO and any Fire Weather Officer is authorised to impose a ban on harvesting and the movement of machinery in paddocks (except for stock watering purposes) when a reading of 32 has been reached on the McArthur Grassland Meter. Community to be advised by SMS and Bush fire Radio updates.

OBJECTIVES

To provide clarity on what activities are/are not allowed when a Harvest and Movement of Vehicles in Paddocks Ban has been called

GUIDELINES

When a Harvest and Movement of Vehicles in Paddocks Ban has been called the following conditions will apply:

- Harvesting and associated operations are not permitted,
- Movement of any vehicles through, or on, vegetated land are not permitted,
- Any “hot works” (e.g. welding, grinding,

cutting, heating, etc) in the “open air” are not permitted.

24C. Bans for r. 24A(5A), imposing and duration of etc.

- (1) A bush fire control officer may impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the use or operation of any engine, vehicle, plant, equipment or machinery in the area during the period to be specified for the ban would be likely to cause a bush fire or contribute to the spread of a bush fire.
- (2) A bush fire control officer must impose a ban, for the purposes of regulation 24A(5A), in an area if satisfied that the bush fire danger index for the area is or exceeds 35.
- (3) For the purposes of subregulation (2), the bush fire danger index must be worked out using the “Grassland Fire Danger Index CSIRO-modified McArthur Mk 4 meter”.
- (4) A ban —
 - (a) has effect for the period specified for the ban; and
 - (b) must be published by wireless broadcast and, if practicable, in writing; and
 - (c) may be varied or cancelled by a bush fire control officer by wireless broadcast and, if practicable, in writing.
- (5) The period specified for the ban must be included in the wireless broadcasts of the ban and in any written publication of the ban.

38C. Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times

- (1) A local government may declare that the use by a person of any harvesting machinery on any land under crop during the whole or part of any —
 - (a) Sunday; or

(b) public holiday,

in the whole or a specified part of the district of that local government during the prohibited burning times or the restricted burning times is prohibited unless the person has obtained the written consent of a bush fire control officer of that local government.

(2) A declaration under subregulation (1) —

(a) shall be made by notice in a newspaper circulating in the area affected by the prohibition; and

(b) may be revoked or varied in the manner in which it was made,

and the local government shall forward a copy of a declaration or of a revocation or variation of a declaration to the FES Commissioner.

(3) A person who contravenes a declaration made under subregulation (1) commits an offence.

Penalty: \$5 000.

HISTORY

Former policy 1.3.2

REVIEW

Chief Executive Officer

FINANCE / ACCOUNTING**3.1 Self Supporting Loans**

POLICY	Council will consider making available loan funds on a “self-supporting” basis to organisations within the district subject to appropriate terms and conditions determined by Council from time to time.
OBJECTIVES	To identify Council’s willingness to provide support
GUIDELINES	Self-supporting loans are subject to the same administrative requirements as are other loans raised by Council
HISTORY	
REVIEW	Finance & Administration Manager

3.2 Significant Accounting Policies

POLICY	The Statement of Significant Accounting Policies as per the following pages is adopted as Council policy
OBJECTIVES	To clearly identify the basis upon which Council's financial statements are prepared
GUIDELINES	Department Local Government Accounting Manual
HISTORY	
REVIEW	Finance & Administration Manager

ATTACHMENT 3.2 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

It is Council's position that it will capitalise infrastructure assets exceeding \$5,000 with a depreciation rate applying in terms of recommended accounting practices.

Property, plant and equipment is to be brought to account at cost and carried at net written down value. Items of property, plant and equipment including buildings, but excluding freehold land, are to be depreciated over their estimated useful lives on a straight line basis.

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

(a) Basis of Preparation

The financial report is a general purpose financial statement which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the local Government Act 1995 and accompanying regulations

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of the selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate

statement of those monies appears at Note 19 to these financial statements.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to the ATO, is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, are presented as operating cash flows.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(f) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development

is completed are expensed.

Gains and losses are recognised in the statement of comprehensive income at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Mandatory Requirement to Revalue Non-Current Assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at fair value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or
 - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.

Council has commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Land Under Control

In accordance with local Government (Financial Management) Regulation 16 (a), the Council is required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with other policies detailed in this Note.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2013.

(g) Fixed Assets (Continued)

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

Revalued assets are carried at their fair value being the price that would be received to sell the asset, in an orderly transaction between market participants at the measurement date.

For land and buildings, fair value will be determined based on the nature of the asset class. For land and non-specialised buildings, fair value is determined on the basis of observable open market values of similar assets, adjusted for conditions and comparability at their highest and best use (Level 2 inputs in the fair value hierarchy).

With regards to specialised buildings, fair value is determined having regard for current replacement cost and both observable and unobservable costs. These include construction costs based on recent contract prices, current condition (observable Level 2 inputs in the fair value hierarchy), residual values and remaining useful life assessments (unobservable Level 3 inputs in the fair value hierarchy).

For infrastructure and other asset classes, fair value is determined to be the current replacement cost of an asset (Level 2 inputs in the fair value hierarchy) less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset (Level 3 inputs in the fair value hierarchy).

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised as profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

In addition, the amendments to the Financial Management Regulations mandating the use of Fair Value, imposes a further minimum of 3 years revaluation requirement. As a minimum, all assets carried at a revalued amount, will be revalued at least every 3 years.

(g) Fixed Assets (Continued)

Transitional Arrangement

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation*** methodology section as detailed above.

Early Adoption of AASB 13 - Fair Value Measurement

Whilst the new accounting standard in relation to fair value, *AASB 13 - Fair Value Measurement* does not become applicable until the end of the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology for this reporting period, the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in *AASB 13 - Fair Value Measurement* have been applied to this reporting period (year ended 30 June 2013).

Due to the nature and timing of the adoption (driven by legislation), the adoption of this standard has had no effect on previous reporting periods.

Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB1051 - Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

(g) Fixed Assets (Continued)

Depreciation of Non-Current Assets

All non-current depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits assets having a limited useful life (excluding freehold land) are separately and systematically embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Land	not depreciated
Buildings	0 to 50 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 15 years
Sealed roads and streets	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Original surfacing and Major resurfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Gravel sheet	12 years
Formed roads(unsealed)	
Clearing and earthworks	not depreciated
Construction/road base	50 years
Footpaths	40 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(h) Intangible Assets

Easements

Due to legislative changes, Easements are required to be recognised as assets.

If significant, they are initially recognised at cost and have an indefinite useful life.

(i) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
 - (b) less principal repayments;
 - (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method;
- and

(d) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current. They are subsequently measured at fair value with changes to carrying amount being included in profit or loss.

(i) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable.

They are subsequently measured at fair value with changes in such fair value (ie gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to the asset previously recognised in other comprehensive income, is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired.

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial instruments, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified into profit or loss at this point.

(i) Financial Instruments (Continued)

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continued involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expire. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(j) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (eg AASB 116). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to the employee wage increases and the probability the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity matching the expected timing of cash flows.

(m) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(o) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(p) Investments in Associates

Associates are entities in which the Council has significant influence through holding, directly or indirectly, 20% or more of the voting power of the Council. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Council's share of net assets of the associate entity. In addition, Council's share of the profit or loss of the associate entity is included in the Council's profit or loss.

The carrying amount of the investment includes goodwill relating to the associate. Any discount on acquisition, whereby the Council's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Council and the associate are eliminated to the extent of the Council's interest in the associate.

(q) Joint Venture

The Council's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the appropriate line items of the financial statement. Information about the joint venture is set out in Note 16.

The Council's interest in joint venture entities are recorded using the equity method of accounting (refer to Note 1(p) for details) in the financial report.

When the Council contributes assets to the joint venture or if the Council purchases assets from the joint venture, only the portion of gain or loss not attributable to the Council's share of the joint venture shall be recognised. The Council recognises the full amount of any loss when the contribution results in a reduction in the net realisable value of current assets or an impairment loss.

(r) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(s) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(t) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(u) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, a statement of financial position as at the beginning of the earliest period will be disclosed.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

3.3 Regional Price Preference

POLICY

Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Mukinbudin determines otherwise, and is to be:

- (1) Subject to statement (2) below a regional price preference of 10% is to apply to -
 - (a) a tenderer for the supply of goods and services who has been operating continuously the Shire of Mukinbudin.
 - (b) a tenderer for the supply of goods and services not established within the Shire of Mukinbudin on that component of the price relating to goods and services supplied from sources within the Shire of Mukinbudin;
- (2) A regional price preference of 5% is to apply to -
 - (a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin.
 - (b) a tenderer for the supply of construction (building) services not established within the Shire of Mukinbudin on that component of the price relating to construction (building) services provided by local suppliers; and
- (3) Notwithstanding statements (1) and (2) above price is only one of the factors to be assessed when the local government decides which tender to accept, and the

cheapest or any tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, terms of supply including after sales service, freight costs, urgency factors, and budget provision.

- (4) A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.
- (5) That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

OBJECTIVES

To establish a price preference policy within the constraints of regulations to establish Council's support for local business

GUIDELINES

*Local Government Act 1995 – s3.57 Tenders
Local Government (Functions & General)
Regulations 2000 - Part 4A
Local Government (Administration) Amendment
Regulations 2000 – s29*

HISTORY

Former policy 1.6.2
Originally Adopted 17 July 1996

REVIEW

Finance & Administration Manager

3.4 Investment Policy – Surplus Funds

- POLICY** Surplus Council funds to be deposited with any savings bank operating under the *Banking Act 1959* (Commonwealth) section 5 in accordance with *Trustees Act 1962* Part III as amended from time to time.
- OBJECTIVES** To ensure funds of Council are diligently invested in the securest possible manner to ensure the maximum safe return of investment earnings whilst still complying with current legislative requirements.
- GUIDELINES** *Local Government Act 1995* , *Local Government (Financial Management) Regulations 1996 R19*, Department of Local Government Operational Guideline number 19 Investment Policy.

“Management of investments

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

 - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
 - (b) the Western Australian Treasury Corporation

established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
- (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

The Manager of Finance is to maintain control over investments and to record the details of principal, interest, bank rates and maturity date in a register for same and report to Council monthly as to the status of investments and details of each lodgment in terms of the Financial Management Regulations.

HISTORY

Former policy 1.6.1 See Appendix A below

REVIEW

Finance & Administration Manager

Investment Policy

Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28, and Regulation 49
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to senior staff or Chief Financial Officer subject to regular reviews.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio % <1 year	100 Max; 40% Min
Portfolio % >1 year	60%
Portfolio % > 3 year	35%
Portfolio % > 5 year	25%
Individual Investment Maturity Limits	
ADI	5 years
Non ADI	3 years

Investment Advisor

The local government's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

An Investment Strategy will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year. The Strategy will outline:

- Council's cash flow expectations;
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;

- Appropriateness of overall investment types for Council's portfolio.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

3.5 Purchasing Policy

POLICY

The Shire of Mukinbudin (the “**Shire**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

GUIDELINES	<i>Local Government Act 1995 – s5.37 Tender for goods and services Local Government (Functions and General) Regulations 1996 – Reg 11A – Purchasing policies</i>
HISTORY	<i>Former policy 1.6.10 New Reviewed Policy See Appendix A below</i>
REVIEW	Finance & Administration Manager

APPENDIX A SHIRE OF MUKINBUDIN PURCHASING AND TENDER GUIDE PURCHASING PROCEDURES

1.1 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

1.2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Mukinbudin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Mukinbudin with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Mukinbudin receives value for money in its purchasing.
- Ensures that the Shire of Mukinbudin considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Mukinbudin is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Mukinbudin's purchasing practices that withstands probity.

1.3 ETHICS & INTEGRITY

1.3.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

1.3.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4 VALUE FOR MONEY

1.4.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

1.4.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;

- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

1.5 PURCHASING REQUIREMENTS

1.5.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.5.2 Policy

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 0 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 0 of this Policy is not deemed to be suitable.

1.5.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably

expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

1.5.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

1.5.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire <ul style="list-style-type: none"> •
Over \$5,000 and up to \$50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
Over \$50,000 and up to \$150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition

	<p>stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
<p>Over \$150,000</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of WALGA pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 0 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

1.5.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

1.5.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

1.5.8 Sole Source of Supply

Where the purchasing requirement is over the value of \$10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

1.5.9 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

1.5.10 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

1.6 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

1.7 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

1.8 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

1.9 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

1.10 PANELS OF PRE-QUALIFIED SUPPLIERS

1.10.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

1.10.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

10.1.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.1.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire/Town/City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in

section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

10.1.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

10.1.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

3.6 Payment of Fees – Mukinbudin Caravan Park

POLICY All fees payable for accommodation or otherwise at the Mukinbudin Caravan Park are to be paid in advance. Any person who is more than 48 hours in arrears of payment will be refused further accommodation until all outstanding fees are paid in full.

OBJECTIVE To provide guidance of the payment requirements for accommodation at the Mukinbudin Caravan Park.

GUIDELINES When guests arrive at the Mukinbudin Caravan Park and check in they will be required to pay for their accommodation in advance.

If a person or company is unable to pay at the time of arrival (due to the office not being attended or other suitable reason) they are required to pay no later than 48 hours after arriving.

While people are still entitled to pay day by day, or week by week, all payments are to be received in advance.

No more than 48 hours credit is to be extended in any circumstance without the written approval of the CEO, before the debt is incurred.

HISTORY

REVIEW Chief Executive Officer

3.7 Direct Electronic Payments and Electronic Investments

POLICY Any and all payments made by electronic transfer or cheque from shall be made jointly by any two of the following:

- a) Chief Executive Officer
- b) Finance & Administration Manager
- c) Senior Finance Officer
- d) Shire President
- e) Deputy Shire President
- f)

Any surplus funds in the Municipal Account are invested to a higher Interest Investment Account to maximise interest earnings.

OBJECTIVE To ensure payment of accounts are made in an efficient and timely manner. To maximise the return on invested surplus funds.

GUIDELINES *Local Government Act 1995 –
Local Government (Financial Management) Regulations 1996*

The Manager of Finance is to maintain control over payments and investments and to record the details.

HISTORY

REVIEW Finance & Administration Manager

3.8 Credit Card Policy

POLICY	That the use of Shire credit cards is to be in accordance with Credit Card guidelines endorsed by Council.
OBJECTIVE	To control the use of credit card use and limit potential misuse.
GUIDELINES	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
HISTORY	No former policy exists See Appendix A below
REVIEW	Chief Executive Officer

APPENDIX A SHIRE OF MUKINBUDIN CREDIT CARD USE

General

- An agreement to be signed by Managers and CEO (CEO & President for CEO) setting out the responsibilities and legal obligations when using the card (as per the following).
- All new and existing cardholders should be provided with a copy of the policies relating to the use of credit cards.
- The Shire of Mukinbudin is to have only the one Credit Card and this is the responsibility of the CEO at all times.
- Cards are not transferrable.
- The following officers are approved credit card holders with the amounts listed
 - CEO approved credit limit \$5,000

Use of card

- Purchase on behalf of SoM strictly no private use. Use is permitted for the purchase of goods & services from suppliers not holding SoM accounts including:
 - Costs associated with meetings, conferences, seminars and the like including but not limited to transport, accommodation, meals and refreshments.
 - Fuel purchase for SoM vehicles.
 - Meals & refreshments expenses incurred directly relating to SoM business up to a maximum of \$200 for any one occasion unless otherwise authorised by the CEO or Shire President in the case of the CEO.
- No cash withdrawals permitted
- Tax receipts to be provided to the Senior Finance Officer or similar position to include details of expenditure and account to be costed against
- Any reward schemes to become the property of SoM
- If the card is misplaced, lost or stolen the card holder to immediately inform the bank and CEO
- Cards to be surrendered to CEO (or President in the case of CEO) when card holder cease employment or card expires (card to be cut up once surrendered)
- The monthly Credit Card statement (copy of Actual Statement) is to be incorporated into the Monthly Financial Statement.

Non-compliance with policy

- For minor breach the card to be surrendered
- For major breach the matter to become a disciplinary consideration.

Non-compliance with this policy may result in disciplinary action or legal action.

STAFF

4.1 Army Reserve and Local Emergency Service Organisation Members

POLICY Council will maintain the salaries or wages of any of its' employees who are engaged on armed services reserve duties or who are members of local emergency service organisations and are called upon to perform duties during working hours.

OBJECTIVES To identify Council's support for the Reserve's services and members of the local emergency services.

GUIDELINES Staff members involved with Reserve Units or local emergency services must make written application to the CEO, through their supervisor, for recognition of involvement.

HISTORY

REVIEW Chief Executive Officer

4.2 Housing Incentive - Owner Occupied Housing

POLICY All permanent full time staff who reside in a non-Council owned property shall receive a Housing Allowance.

OBJECTIVES To encourage staff to reside in the Shire of Mukinbudin and to assist employees to purchase a land asset.

GUIDELINES This policy applies to all employees, irrespective of commencement date, however no backpayments will be forthcoming.

HISTORY

REVIEW Finance & Administration Manager

4.3 Staff Housing – Rental Subsidy

POLICY Council staff housing, when available, will be provided to permanent full time staff members at approximately 50% of the current market rental value.

Where there is a shortage of suitable staff housing, a rental subsidy may be paid on private rental accommodation subject to the approval of the Chief Executive Officer.

OBJECTIVES To provide an incentive for staff to remain within the employ of the Shire.

GUIDELINES Rental housing is provided in accordance with the requirements of the *Residential Tenancy Act 1987*.

HISTORY

REVIEW Finance & Administration Manager

4.4 Staff – Service Allowance

POLICY Council staff length of service allowance will be.

Years of Service	Amount
0-1	\$20 per fortnight
1-2	\$30 per fortnight
2-3	\$40 per fortnight
3-4	\$50 per fortnight
4 or more years	\$60 per fortnight

OBJECTIVES To provide an incentive for staff to remain within the employ of the Shire.

GUIDELINES The Service Allowance is provided for continual years of Service to the Shire, including periods of Long Service Leave. Periods of Maternity Leave to be deducted from the Service Period.

HISTORY

REVIEW Finance & Administration Manager

4.5 Water Consumption for Council Houses

POLICY	Council will meet the full cost of water rates and first 300kL's water usage for Council owned staff housing unless individual Senior Staff Contracts stipulate otherwise.
OBJECTIVES	To ensure that Council housing gardens are maintained to an acceptable standard.
GUIDELINES	Senior Officer Employment Contracts Water Corporation Waterwise
HISTORY	Nil
REVIEW	Chief Executive Officer

4.6 Gratuitous Payments to Employees - Severance Pay (s5.50)

POLICY

Voluntary Terminations

Employees leaving the organization of their own volition for the purposes of retirement or career change will not be paid an ex-gratia or severance payment except as provided for in this policy.

(1) That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

5 – 10 years	\$100
15 – 20 years	\$300
10 – 15 years	\$200
20 years plus	\$400

(2) The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years' service, at a value not exceeding \$25 for each year of service.

(3) The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

Entitlement

A terminating employee is entitled to severance pay and benefits in accordance with:

1. Any federal or state award, industrial agreement or contract applicable to that employee;
2. Any applicable provisions within the employees contract of employment;
3. Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of

- appeal;
4. Where Council so agrees, any recommendation made by a federal or state industrial commissioner arising from the circumstances of that employee being specifically brought before that commissioner.

Dismissal

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation (see Guidelines below).

Redundancy

Where an employee's position is made redundant then he/she shall receive a redundancy payment as per the award, industrial agreement or employee contract

Unforeseen Circumstances

Nothing in this policy prevents Council from determining that in unforeseen circumstances, terminating employees may be paid additional monies or provided additional benefits where justified and where it is demonstrably in the best interests of the Shire of Mukinbudin. If Council so determines to provide a payment, details of the severance pay and benefits shall be published in accordance with section 5.50(2) of the Act.

Payments in addition to a contract or award

Where an employee has displayed exemplary service over a period of not less than seven (7) years' service to the Shire, a payment, not exceeding 25% of the employees average final year's salary, may be made.

Each case to be determined, by Council, on its merits

The value of a payment or payments made under this policy, for an employee whose employment with a local

government finishes after 1 January 2010, is not to exceed in total –

- a) If the person accepts voluntary severance by resigning as an employee, the value of the person's final annual remuneration, as defined by Regulation; or
- b) In all other cases, \$5,000
(see amend to Admin Regs, 31 March 05)

OBJECTIVES The purpose of this policy is to set down the severance payable to terminating employees for the purpose of section 5.50(1) of the *Local Government Act 1995* (the Act) and *Local Government (Administration) Regulations – 19A*

To show appreciation to valued employees, who are leaving council's employ and to comply with section 5.50 (1) of the *Local Government Act 1995*.

GUIDELINES Local Government Act S. 5.50 (Extract from Practice Notes) –

“Payments To Employees In Addition To Contract Or Award

A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –

- the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

Adoption of such a policy is a prerequisite to making any such payment.

A local government may make a payment –

- to an employee whose employment with the local government is finishing; and
- that is more than the additional amount set out in the policy adopted, but local public notice is to be given in relation to the payment.

(see proforma Notices/Advertisements – P5.36-5.51 A & B)

The value of a payment is not to exceed such amount as prescribed or provided for by regulations. A ‘payment’ includes the disposition of property in favour of, or the conferral of any other financial benefit on, the person.”

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers, may include:

- The strength of the respective cases in any litigation
- The cost of legal advocacy and support
- The cost of witnesses
- The cost of travel and accommodation in running the case
- The cost of having staff involved in the preparation and hearing of the case
- The disruption to operations.

HISTORY Former policy 1.2.6

REVIEW Chief Executive Officer

4.7 Annual Conferences

POLICY

1. That, in accordance with their employment contracts, the CEO be authorised to attend Local Government Convention Week.
2. The CEO and Finance & Administration Manager be authorised to attend the Local Government Managers Association Conferences and other professional development with Council meeting associated costs within financial limitations of the employment contract.
3. That LGMA members and associates (at the discretion of the CEO) be authorised to attend Regional and Local Branch Local Government Managers Association Seminars and workshops with Council meeting associated costs.
4. That the Works Supervisor be authorised to attend WA Local Government Supervisors conferences with Council meeting associated costs.

OBJECTIVES

For the personal development and training of the officers concerned.

GUIDELINES

HISTORY

Former policy 1.2.2

REVIEW

CEO

4.8 Drug and Alcohol Testing

POLICY

The following policy and procedures will be implemented throughout the administration and operations areas of the Shire and shall apply to and be binding upon all employees and Councillors, of the Shire.

1. Purpose

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

The Shire is committed to safety as the number one priority for all of its operations. The goal is to carry out work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for employees to obtain assistance to avoid such misuse.

2. Scope

This procedure details the conditions and methods for testing of Shire employees for alcohol and other drugs. It details the circumstances under which employees may be tested. It describes the processes that are adopted following any positive test. It outlines the normal course of events for the employee who has tested positive to alcohol or another drug.

Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, being under the influence of, and misusing alcohol or other drugs, chemicals or controlled substances while actively working for the Shire.

Such use, involvement or misuse is prohibited at any time to the extent it violates the law and negatively affects the Shire's business and reputation by undermining public and customer confidence in the Shire's ability to provide a safe workplace for all its employees. Such use also breaches the Shire's Occupational Health & Safety Policy.

3. Training

This Alcohol and Other Drug Awareness Policy has been formulated so the Shire's employees will recognise the potential impact of alcohol and drug misuse for both themselves personally and at work for the safety of all.

The program is an intrinsic component of the Shire's commitment to safety. Part of the overall program will include a fair and controlled system of breathalyser testing for alcohol and urine sampling for illegal drugs.

It is intended that this program will function smoothly and compliment the Shire's safety program. Fairness and dignity will be an absolute priority in the implementation of this program.

This program shall form part of each employee's induction into the Shire's work force and shall be reinforced by Management through regular renewal

and familiarisation presentations to employees from Managers and invited consultants on the subject of the abuse of alcohol and other drugs.

4. Alcohol and Other Drug Testing

4.1 Authorised Testers

Consistent with the Shire of Mukinbudin's obligation to provide a safe workplace for all its employees, this procedure will be used with respect to the prevention of impairment as a result of the use of alcohol or other drugs.

- Breathalyser testing may be conducted or authorised by :

Chief Executive Officer; or Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

The tester shall be trained in the use of the equipment.

- Blood testing may be authorised by:

Chief Executive Officer; or Finance & Administration Manager and Works Supervisor – only where the CEO is unavailable to authorise the test immediately after which he or she is to be notified at the earliest possible time.

A doctor, nurse or any member of any hospital

or nursing post staff shall perform the test.

4.2 Testing

Testing will take place under the following circumstances:

- Suspicion of being under the influence of alcohol or other drugs.
- If any employee suspects that another employee is under the influence of alcohol or other drugs, the employee should contact their immediate supervisor.
- The employee should be advised that he is thought to be under the influence of alcohol or other drugs.
- All results of such tests will be recorded however all documentation resulting from negative testing shall be destroyed.
- The employee participating in the test may ask for an independent witness, who must be immediately available. If their witness is not immediately available the tester will organise a witness.

4.3 Random Testing

Any staff member may be tested at any time, without reason, or without warning.

Alcohol and drug testing will only be carried out during working hours.

At the time of collecting a Shire vehicle, a Councillor may be tested, without reason, or without warning. A Councillor may be tested outside normal working hours.

4.4 Testing Following an Accident

Following any accident the driver, or any individual associated with the accident, may be alcohol and drug tested.

4.5 Voluntary Testing

An employee may volunteer to undertake alcohol or drug testing prior to commencing work at the discretion of the CEO.

4.6 Positive Tests

An acceptable level of alcohol indicated by the Breathalyser is less than 0.02% Blood Alcohol Concentration (“BAC”).

4.7 Illegal drugs - use, or under the influence:

- An employee will be considered to be using, or under the influence of illegal drugs, if he receives a confirmed positive test for the substances identified in the procedure at the designated cut-off level.
- Designated Substances and Cut-off Levels for Drug Screening

Drugs to be Tested	Initial Cut-off Level (ng/ml)
Cannabinoids: (TCH Marijuana)	50
Benzolecgonine (Cocaine)	300
Amphetamines	1000
Opiates	300
Phencyclidine (PCPO)	25

These substances and cut-off levels are identical to

those established by the Department of Health and Human Services (“HHS”) Mandatory Guidelines for Federal Workplace Drug Testing Programs, which are subject to change by the Department of Health and Human Services. Any modification in the HHS National Institute on Drug Abuse (“NIDA”) panel of drugs or cut-off levels, or subsequent “Standards of Australia for Drugs of Abuse in Urine” will automatically result in an identical change to this procedure.

4.8 First Positive Test

- Should a breathalyser test indicate 0.02% BAC or more, or should the employee test positive to drugs (i.e. above the Initial Cut-off Level), the employee shall be provided with transport home, and be paid for work done until the time that the breathalyser or other drug test was carried out.
- On returning to work, after recording a positive reading, the employee will be re-tested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. This employee will also be cautioned about the consequences in the case of any repeat episode. The results and the advice should be provided in writing to the employee and recorded in the employee’s file. He will be informed that he will be individually tested on a random date in the near future. The immediate supervisor will be present at these discussions together with any witness of the employee’s choosing.

4.9 Second Positive Test

- An employee who registers over 0.02% BAC or tests positive to other illegal drugs, a second time within a 12 month period shall be required to undertake professional counselling. If the requirement of counselling is refused then the employee's circumstances will be dealt with accordingly through the disputes procedure of this Award. The normal expectation will be that a suspension will be enforced until the matter is resolved.

4.10 Third Positive Test

- If an employee registers 0.02% BAC or tests positive to illegal drugs, a third time within a 12 month period, in the interests of the employee's own safety and of the safety of other employees of the Shire their employment will be terminated.

5. General Conditions

5.1 Testers and Equipment

- All testers must be properly trained in its application.
- The breathalyser must be maintained and calibrated in accordance with approved standards.

5.2 Failure of Test

- All alcohol and drug testing will be carried

out in normal working hours.

- Should an employee refuse the test, the employee should be counselled that refusal supports the suspicion of the employee being under the influence of alcohol or other drugs and should refusal persist that employee will be sent home without pay and be required to undergo testing before resuming work. Where applicable the employee's union will be advised of the circumstances.
- People should be advised that, if a blood test is warranted certified as occurring within two (2) hours of the disputed test and it indicates that the employee did not have a blood alcohol level of 0.02% BAC or greater or above the prescribed limits of another drug in their systems, when originally tested, the employee will be paid wages for the day and no positive test will be recorded.
- An employee who volunteers to undertake a test prior to commencing work and who would normally have commenced work without undertaking such a test, who registers 0.02% BAC or greater or tests positive to drugs, will be stood down without pay for the duration of the shift. Re-testing must occur before resuming work.

5.3 Other Results

In the case of alcohol, where an employee tests positive to alcohol in their system but tests under 0.02% BAC, the following processes will take place:

- Under these circumstances the

employee's BAC may be decreasing or it may be increasing if the employee has been drinking during the previous hour.

- In the interests of safety he will be directed not to commence any physical work or drive a vehicle or operate any item of plant or machinery.
- The employee will be re-tested 30 minutes after the original test.
- If the test is negative the employee may return to work, there will be no counselling and there will be no recording of the event.
- If the later test indicates a BAC of 0.02% BAC, or greater, the normal procedure for Positive Testing will follow.

5.4 Costs

- Where an employee tests positive to alcohol or other drugs and requires professional counselling, the employee will be accountable for initial referral and counselling costs.

5.5 Other

The Shire of Mukinbudin OH&S Committee will act as facilitators to assist all employees and ensure the most beneficial services are provided to the employee concerned.

OBJECTIVES

The objective of this policy is to implement a fair, pro-active Alcohol & Other Drugs Testing Program that will contribute to safety and health of all employees of the Shire.

GUIDELINES**HISTORY**

Former policy 1.2.7
Originally adopted - 20 September 2006 minute
8.2.9

REVIEW

Chief Executive Officer

4.9 Occupational Health and Safety

POLICY

The Shire of Mukinbudin regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Mukinbudin is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

To promote and maintain the highest degree of health, safety and well-being of all staff by aiming for:

- An annual reduction of workplace injury and disease.
- provision and maintenance of a safe workplace, plant and systems of work
- The identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to employees to ensure work is performed safely and to a high standard.

OBJECTIVES

To establish and maintaining work practices which are safe and minimise risk to health.

To make all levels of management and supervisory staff to be responsible and accountable for minimising the potential for occupational injury to and illness of staff within their area of responsibility.

To provide training, placing and supervising all staff to enable the safe performance of duties.

To developing and implementing preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking of appropriate remedial action to control the hazards.

The Shire of Mukinbudin acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Compliance with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

GUIDELINES

Local Government Insurance Services
Occupational Safety and Health Management
Systems Manual

HISTORY

Former policy formed part of the Staff Induction Manual last reviewed Sept 2005.

REVIEW Previous Policy 1.2.4
 Chief Executive Officer

4.10 Smoking in Council Buildings/Vehicles

POLICY To ensure that employees, Councillors and contractors are provided a smoke free workplace.

OBJECTIVES To prevent any employee, Councillor or contractor smoking in Council buildings and in Council vehicles. It is designed to ensure that those who work for the Council do so in a clean and safe environment.

As an employer, the Council has a duty under the Occupational Safety and Health Act 1984 to provide a safe working environment and to protect the health of all employees from hazards in the work place.

On the basis of a current medical opinion and following a landmark judgement in the Federal Court of Australia, it has been shown that passive smoking may affect a person's health. Accordingly, Council prohibits any employee, Councillor or contractor from smoking in any enclosed workplace, building or vehicle of Council.

All employees and Councillors shall have an individual responsibility for drawing the prohibition on smoking to the attention of any visitor, caller or employee, who it appears, may be in contravention of the policy.

Council's commitment to the Policy will be demonstrated publicly by the display of appropriate signs throughout Council's buildings and facilities.

Persons who are identified as having a drug

related problem shall be recommended to seek drug awareness counselling from a recognised drug counselling agency.

GUIDELINES

Prevention Strategies – the main focus of prevention strategies will be to disseminate information and increase the “awareness” of providing a smoke free work environment. Staff awareness of Smoking in Council Buildings/Vehicles Policy shall be raised in the Staff Induction Manual.

Consequences of Policy Breach

First Offence:

Staff member to meet with Manager and a record of the meeting is to be placed on the employee’s personal file.

If any subsequent incidents occur where the same employee repeats a smoking in Council Buildings/Vehicles the same process should be followed with more formal, written warnings being given to the employee.

Second Offence:

Staff member to meet with the CEO who will outline the disciplinary action to be taken as a result of the incident and provide a written outline of this action.

Any further incidents will result in possible dismissal.

HISTORY No Former policy exists

REVIEW Chief Executive Officer

4.11 Personal Protective Equipment/Clothing (PPE/C)

POLICY To establish a dress code which will:-

- protect the worker from ultra-violet light
- protect the worker from physical injury, such as heat stress, cuts, abrasions, dust, noise etc.
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment
- comply with relevant Statutes and Australian, Standards (in particular Section 19 of the OSHWA Act)
- prescribe clothing which will be comfortable and acceptable to the majority of workers
- promote a team spirit and personal pride in the workers with respect to their appearance.

OBJECTIVES To provide Shire Staff with Protective Equipment and Clothing requirements

Clothing Policy

Regular Outdoor Employees

A regular outdoor employee for the purpose of this document, is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one (1) hour.

The following outdoor employees because of the nature of their activities will be subject to the dress requirements detailed as follows in clauses (i) to (v).

- * Engineering Works Outdoor Staff
- * Parks and Reserves Outdoor Staff
- * Maintenance Staff
- * Field Supervisory Staff
- * Occasional Outdoor Employees when required to undertake a special task where long term exposure to sunlight is experienced.
- * Maintenance Staff.

NOTE: All regular outdoor employees should be covered by the existing policy. In cases where uncertainty still existing in relation to managing this policy the request would be determined by the Chief Executive Officer

(i) Standard of Dress

The minimum clothing requirements for outside employees will be a long sleeve shirt, long trousers or long shorts. Long shorts may be worn all year round, unless there is safety related work procedures that requires the wearing of long trousers. Unless there are safety or work procedure reasons, shirt sleeves must not be rolled up.

All shirts supplied by the Shire of Mukinbudin to have a Council approved logo.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

It is recommended that an approved Council supplied hat be worn by all staff working outdoors.

The approved type of hat shall be either a broad brimmed type (greater than 7cm) or a peaked type cap with non-detachable neck flap protection.

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of the work will be supplied by Shire of Mukinbudin on a fair wear and tear basis.

The Ultra-Violet Protection Factor (UPF) of all Council supplied clothing shall be assessed by the Central Safety Committee for approval.

(A minimum guide shall be a rating of 30 U.P.F.)

Staff with a fair complexion to be aware, that permanent press type clothing has a reduced protection rating when wet. Cotton type clothing would be more appropriate for staff performing heavy manual type labour where continually exposed to the sun.

(ii) Long Shorts Provisions

The wearing of long shorts by staff is subject to:-

- (a) signing of the Shire of Mukinbudin request form detailing staff knowledge of the dangers of UV radiation from sunlight and agreement to protect exposed skin areas with an approved supplied sunscreen. (Refer Appendix 'A').
- (b) where specified work procedures detailed below or specific by the Supervisor do require long trousers to be worn for safety reasons.

Work Procedures where long trousers must be worn-

- * mechanics, fitters and welders
- * operators of brush cutters, concrete/bitumen saws and chainsaws (Alternatively approved safety "chaps" leggings may be worn with long shorts)
- * people handling bitumen
- * Any welding work
- * handle chemicals ie. pesticides and herbicides
- * working in trenches. (refer below for clarification)
- * other tasks where supervisors deem long trousers for safety reasons must be worn

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one (1) metre depth, it is required that staff working within the trench area wear long trousers or overalls or other PPE as instructed by their supervisor.

(iii) Use of Sunscreen Cream

Staff working outdoors should regularly apply approved supplied sunscreen to the unprotected areas of their body.

All outside workers will be supplied with sunscreen cream which shall be applied to their uncovered skin in accordance with the manufacturer's directions. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type. It is recommended that sun screen be used on the face, neck and ears all year round.

(iv) High Visibility Clothing

Because of the requirement for Shire of Mukinbudin workers to be easily seen by vehicle users, high visibility clothing of some description must be worn by workers while within the road reserve or near vehicle access ways working with or near mobile machinery or equipment.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

(v) Supply and Use of Safety Sun Glasses

All staff working outside shall, when applicable, wear general purpose safety sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

Where staff are required to wear prescription glasses then "clip on" sun glasses shall be supplied by the Shire of Mukinbudin.

Where existing safety sunglasses do not provide adequate protection, the provision of suitable protective glasses/sunglasses may be issued at the discretion of the supervisor.

(vi) Safety Footwear

Safety Footwear issued to staff where required shall comply with Australian Standards for steel cap protective footwear and meets the needs and tasks being undertaken. Council will supply such approved footwear on a fair wear and tear basis up to a value of Council standard issue.

Staff who may prefer alternative approved footwear which is greater than this value, shall meet the additional cost. The exception shall be where staff, because of a medical condition that has been confirmed by a Medical practitioner shall be eligible for specialised approved footwear to be supplied by Council.

Occasional Outdoor Employees

An "Occasional Outdoor Employee", for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight on an occasional basis which does not exceed a continuous period of more than one (1) hour.

The following outside employees because of the nature of their activities will be subject to their particular dress requirements as nominated and in accordance with work procedures.

- * Rangers
- * Pool Attendants
- * Administration/Inspectorial Staff (Building Surveyors
Environmental Health Officers, Planning/Engineering Officers,
Supervisors/Managers
- * Other Staff on Special Outdoor Tasks

Supply of Protective Clothing/Equipment

General

That an internal requisition form be completed by staff and the Supervisors be responsible for authorising the issue of PPE/C in accordance with this policy. No PPE/C is to be issued without written authorisation from the appropriate supervisor;

Once employees are issued their PPE/C and instructed in its use, they are bound under Section 20 2(b) of the Occupational Health, Safety and Welfare Act, to correctly and properly use this equipment as instructed. Failure to comply with this directive would invoke normal disciplinary action.

Supervisors shall ensure that no employee commences work without the appropriate PPE/C. Any time lost in retrieval of issued PPE/C as a result of employee negligence will not be paid for. That all Shire of Mukinbudin staff entering or visiting a work site be advised they must comply with this policy.

Personal protection clothing/equipment issued by the Shire of Mukinbudin will be replaced on a fair wear and tear basis at the discretion of the immediate supervisor/manager. Staff being responsible for replacement of equipment which has been neglected or misplaced. Any staff that alters issued personal protective clothing/equipment without prior authorisation of the supervisor/manager will be responsible for the replacement of that clothing/equipment to the standards set within this policy.

Reissuing of Protective Clothing or equipment will be made when staff return the worn/non useable item to the Shire of Mukinbudin store together with their Supervisors authorisation.

Regular Outdoor Employees

(a) Clothing

All regular outside employees shall be issued with the following Personal Protection/Clothing by the Shire of Mukinbudin. The initial issue of clothing to permanent staff shall be:-

- 1 x Safety Boots
- 3 x Shirts long sleeve

1 x Wide brimmed hat

1 x Vest high visibility

3 x Trousers long

or

2 x Trousers long plus 2 x long Shorts - where long shorts are requested.

1 x safety sunglasses

(b) Equipment

That all staff shall be issued with the following protective equipment by the Shire of Mukinbudin on a needs basis as determined by the immediate Supervisor and that this equipment be classed as a personal issue and is to be kept in good order, and maintained by staff.

1 x ear muffs

1 x sun cream (SPF 30+)

Any other safety equipment as deemed appropriate by the Supervisor.

Occasional Outdoor Employees

(a) Workshop Staff

That Shire of Mukinbudin' workshop staff be subject to this policy as for Regular Outdoor Staff, other than their initial issue of clothing which can be either:-

3 x shirts (long sleeve);

3 x trousers (long);

OR alternatively they may request an issue of:-

3 x overalls (long sleeve).

(b) Administrative Inspectorial Staff required to Undertake Site Inspections

Shire of Mukinbudin inspectorial staff shall be subject to this policy. Issue of clothing will be in accordance with current practices or where a special

requirement can be demonstrated on a needs basis where procedures require protective clothing:-

- 3 x shirts long sleeve
- 3 x long trousers or 2 x long trousers plus 2 x long shorts
- 1 x hard hat
- 1 x safety goggles/glasses
- 1 x safety/sunglasses
- 1 x pair safety boots or shoes
- 1 x wide brimmed hat
- 1 x sun screen (minimum SPF 30+)
- 1 x Vest - High Visibility.

Such issue to be obtained initially through the Depot Stores by authorisation from the relevant Manager.

Other PPE which may be required to perform tasks can be obtained from Council's stores after signing for such equipment. The wearing of long sleeve shirts by Occasional Outdoor staff to be encouraged by Council.

(c) Rangers

Currently outsourced.

(d) Aquatic Centre Staff

Shire of Mukinbudin's Aquatic Centre Staff shall be subject to this policy, other than their clothing issue.

The initial issue to Aquatic Centre Staff shall be:-

- 3 x Polo shirts
- 3 x Light weight long shorts
- 1 x Wide brimmed hat
- 1 x pair of sunglasses (of appropriate type)
- 1 x Gloves
- 1 x Sun Screen (minimum SPF30+)

This clothing issue shall be worn in accordance with the respective work procedure for this work duty.

(e) Other Staff Who Work Outdoors

Other staff who work in the direct sunlight on an occasional basis are also required to wear an appropriate broad brimmed hat (or equivalent), sunglasses and sunscreen, which the Shire of Mukinbudin will supply. Such workers may be Family Day Care Staff, Library staff, and QPT staff.

(f) Non Permanent Staff

Casual, temporary, part time, community, work experience, Department of Corrections workers shall comply in full with this policy. These workers are encouraged to supply their own appropriate clothing and footwear, while Shire of Mukinbudin would supply PPE/C deemed appropriate for their individual tasks.

Replacement and Return of Protective Equipment/Clothing

All the above Shire of Mukinbudin Staff shall have their issues of protective equipment and clothing replaced on a fair wear and tear basis at the discretion of their respective Manager/Supervisor.

All equipment/clothing issued shall be maintained and kept in good order by the staff member.

Staff shall be responsible for the replacement of all issued clothing and protective equipment which has at the discretion of the supervisor, been neglected or misplaced.

All staff leaving the Shire of Mukinbudin's employment shall be required to return all current PPE/C to the supervisor.

Consultation

The Shire of Mukinbudin realises that the type of clothing worn in the field is of considerable importance to "outside" employees and hence these staff or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued.

Wherever practicable, the Shire of Mukinbudin having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force which complies with the Shire of Mukinbudin Duty of Care with respect to Work Safe WA Safety Standards, and is cost/effective and meets with the Shire of Mukinbudin professional image.

Education

The Shire of Mukinbudin will conduct Educational Awareness programs for Staff on the needs for protection against the dangers of UV Rays from Sunlight and other work practices requiring specialised safety equipment and work procedures.

Protective Clothing Work Procedures

Aquatic Staff

Aquatic staff should undertake the following work procedure to protect themselves from the dangers of prolonged exposure to sunlight.

- * Approximately 15 to 20 minutes before leaving the office, sunscreen (SPF 30+) should be applied liberally to the face, neck, forearms and legs. (Sunscreen shall be replaced on a regular basis).
- * Upon leaving the office, a wide brimmed (7cm edge) hat and suitable UV and glare resistant sunglasses shall be worn.
- * Whilst on observation duty, the lifeguard shall endeavour to stand in the shade at all times, (or as much as is practical). If the lifeguard chooses to be seated in the raised observation chair, the overhead umbrella shall be positioned to provide optimum shade.

Administrative/Inspectorial Staff - Ranger and Other Occasional

Outdoor Staff

Administrative and Inspectorial Staff prior to undertaking outdoor duties should protect themselves from the dangers of prolonged exposure to sunlight through the following procedure.

- * Before leaving the office liberally apply (SPF 30+) sunscreen to all exposed body areas. (i.e. Face, Neck, Arms, Hands, Legs etc).
- * On leaving the office staff shall wear Council supplied/approved broad brim hat and UV approved sun glasses.
- * During outdoor activities staff shall as practically possible maximise the use of shade areas to undertake their inspections.
- * Staff shall also where practical program inspectorial duties during the early and late cooler periods of the day.
- * Staff who have a skin complexion which is highly susceptible to the effects of UV radiation from sunlight are recommended to wear long sleeve cotton shirts and long trousers when engaged in outdoor inspectorial duties as well as other protective measures of approved hats, sunscreen and safety sun glasses.

4.12 Long Service Leave (LSL)

POLICY

All Staff Long Service Leave is governed by the *Local Government (Long Service Leave) Regulations* made under the *Local Government Act 1960*

Reg 7 states:

7. Taking leave

- (1) Where a worker is entitled to long service leave —
 - (a) at least 2 months' notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
 - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
 - (c) the leave taken shall be inclusive of any public holidays allowable under the worker's conditions of employment but shall not be inclusive of any annual leave;
 - (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

Request for Deferral by the employee

The Local Government (Long Service Leave) Regulations prescribe that an employee is entitled to 13 weeks of Long Service Leave after 10 years of continuous service at a rate of pay based on the average number of ordinary hours for the previous twelve months.

The practice of the Shire of Mukinbudin is for an employee who has accrued the Long Service Leave entitlement to take the full 13 weeks entitlement between the date the entitlement falls due and six months later unless otherwise requested formally in writing by the CEO.

If the employee chooses to delay taking part or all of their entitlement beyond the 10 year six month mark then the rate of pay will be the lesser of;

1. the rate of pay at the 10 year six month mark,
- OR**
2. the rate of pay the employee was paid at the time of taking the postponed Long Service Leave.

The employee's weekly wage whilst taking the postponed Long Service Leave or part Long Service Leave entitlement shall be based on the lesser of:

1. The average number of ordinary hours the employee has worked in the previous twelve months to the commencement or deemed commencement of the postponed Long Service Leave,
- OR**
2. the average number of ordinary hours worked at the 10 year 6 month mark for the previous 12 months.

Request for Deferral by the employer (Shire of Mukinbudin)

Where the Shire of Mukinbudin requests a staff member to defer their Long Service Leave as it is not convenient to the organisation and the employee agrees then the employee agrees with the employers request to delay taking part or all of their entitlement beyond the 10 year six month mark then the rate of pay will be the rate of pay the employee is paid at the time of taking the postponed Long Service Leave.

NB: All requests by the employee or the employer must be reported to Council in a formal agenda item approving the proposed LSL arrangement.

Reg 6A covers request for LSL on Half Pay (26 weeks)

6A. Leave on half pay

Where a worker commences a period of long service leave, the worker may, if the worker and his employer so agree in writing, be paid for each week of that period at half the rate at which he would otherwise be entitled under regulation 8 to be paid, but only half of any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which he is thereafter entitled and for the purpose of applying the formula in regulation 9(3).

Reg 6B covers Requests for LSL on Double pay (6 1/2 weeks)

6B. Leave on double pay

Where a worker commences a period of long service leave the worker may, if the worker and his or her employer so agree in writing, be paid for each week of that period at double the rate at which he or she would otherwise be entitled under regulation 8 to be paid, but double any period of leave in respect of which the worker is so paid shall be taken into account for the purpose of ascertaining the amount of leave, if any, to which the worker is thereafter entitled and for the purposes of applying the formula in regulation 9(3).

OBJECTIVES	To manage Long Service Leave for staff.
GUIDELINES	Guidelines: To Provide Guidance on the application and use of Long Service Leave in accordance with this policy, unless previously authorised by the Chief Executive Officer.
HISTORY	May 2016
REVIEW	Chief Executive Officer

4.13 Rostered Days Off (Administration)

POLICY	<p>The inside staff hours will typically work from 8.00 am to 5.00 pm with a 60 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor/manager.</p> <p>This allows the employee to accrue one RDO each 20 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.</p> <p>All inside staff members, including Senior Officers on individual contracts are permitted to participate in the RDO scheme.</p>
OBJECTIVES	<p>To allow a Rostered Day Off (RDO) to accrue for (inside) office staff every twenty (20) working days but to ensure that this system is managed to minimise the accrual of days.</p>
GUIDELINES	<p>Guidelines: No more than six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.</p>
HISTORY	<p>May 2016</p>
REVIEW	<p>Chief Executive Officer</p>

4.14 Rostered Days Off (Outside Staff)

POLICY	<p>The outside staff hours are to operate as follows on a 80hr fortnightly basis:- 8 days @ 9.0 hours 1 day @ 8.0 hours 1 day RDO</p> <p>Hours are generally from 7.00 am to 4.30 pm with a 30 minute lunch break, 5 days per week however, staff members may work flexible hours, subject to the agreement of their supervisor /manager.(NB Pay week Friday finish at 3.30pm) This allows the employee to accrue one RDO each 10 working days and enables the employee one working day off, to be taken by mutual agreement with the employee and supervisor/manager, subject to workload.</p>
OBJECTIVES	<p>To allow a Rostered Day Off (RDO) to accrue for outside staff every ten (10) working days but to ensure that this system is managed to minimise the accrual of days</p>
GUIDELINES	<p>Guidelines: No more than six (6) Rostered Days Off may be accrued by an individual in accordance with this policy, unless previously authorised by the Chief Executive Officer.</p>
HISTORY	<p>May 2016</p>
REVIEW	<p>Chief Executive Officer</p>

4.15 Staff Swimming Pool Access

POLICY	That Council allows any and all fulltime members of Staff access to an Annual Family Swimming Pool Pass for the Mukinbudin Aquatic Centre at no cost to the employee or family. This is to include a maximum of two adults and all dependent children under 16 years of age.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	
HISTORY	August 2017
REVIEW	Chief Executive Officer

WORKS

5.1 Private Works

POLICY

All private works are to be subject to a written signed agreement between the private party and the Shire.

At the discretion of the CEO or Works Supervisor, where works are to be carried out on behalf of a ratepayer or other private person, the estimated cost of the works where deemed necessary shall be pre-paid before the commencement of the works.

Any additional cost is to be met by the private party and any balance remaining on completion of the works shall be refunded.

That private works only be carried out where –

- (a) the Works and maintenance program will not be adversely affected unless Council believe the advantages of carrying out the private works justifies some reassessment of the works programme;
- (b) full costs including supervision, travel time to and from the project, and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges;

OBJECTIVES

To ensure a proper record of private works undertaken and to substantiate the shire's obligation/parameters.

GUIDELINES

A request in the prescribed form is to be completed by the applicant and lodged with the Works Supervisor. (see attached Form)

HISTORY

Former policy 1.5.5

REVIEW

Manager of Finance

**ATTACHMENT 5.1(A)
PRIVATE WORKS – REQUEST FORM**

**SHIRE OF MUKINBUDIN
PRIVATE WORKS – REQUEST FORM**

The Works Supervisor
Shire of Mukinbudin
PO Box 67
MUKINBUDIN WA 6479

Job Number:

I hereby apply for the following private works to be carried out

Name of Applicant: _____

Address of Applicant: _____

Mailing address: _____

Phone Number _____

I _____, the Works Supervisor quote an amount of \$_____.

Signed: _____.

I accept that the final cost of the job may vary from that given by the Manager of Works above and by signing below I accept responsibility for the payment of any invoices relating to the above works.

Print Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Debtor Number: _____

Total Cost: _____

Invoice Number: _____

Invoice Date: _____

Invoice Amount: _____

**SHIRE OF MUKINBUDIN
PRIVATE WORKS QUOTE CALCULATION**

LABOUR Operator	Rate P/Hour	Total Hours	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total:	_____ (A)

PLANT Machine	Rate P/Hour	Total Hours	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total:	_____ (B)

<u>MATERIALS/OTHER</u>		Total \$
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
	Total Quote	_____ (C) \$ _____

5.2 Plant Report

POLICY	The Works Supervisor shall prepare a monthly report detailing kilometre/hours for each machine and cost of repairs undertaken year to date.
OBJECTIVES	To provide Council with overview of plant costs
GUIDELINES	In addition to the monthly bulletin reports, the Works Supervisor and Manager of Finance will prepare a report detailing required information and review outcomes against budget
HISTORY	
REVIEW	Chief Executive Officer

5.3 Shire Equipment – Private Use

POLICY

Shire equipment is not available for use by non Shire employees unless authorised by the CEO.

Shire plant items such as loaders, graders and trucks are not available for private use by employees.

Shire employees may, with the written approval of the Chief Executive Officer, use Shire's small items of equipment such as lawnmowers, chainsaws and light vehicles subject to:

- the employee being trained in the use of the equipment (where necessary)
- the use being limited to work associated with the employee's/Shire property
- the employee meeting cost of consumables e.g. fuel, etc.

That Council permits the use of Council's small plant and equipment by community service groups on community projects provided that:

1. Volunteers are named for approval by the CEO.
2. Projects are approved by the CEO.
3. Small trucks, tractors and other small plant will be available on request if the plant is not required by Council.

OBJECTIVES

A local government has the right to allow private use of its resources but the use must be open and accountable to the public.

GUIDELINES

The equipment is not available for employees to undertake work for profit or for non-employees

other than recognised charitable and Community groups.

The employee is to be responsible for the care, maintenance, damage and repair of the equipment.

The employee accepts liability for any injury incurred by themselves or other person or body whilst using the equipment.

HISTORY

Former policy 1.5.3

REVIEW

Chief Executive Officer

5.4 Hire of Shire Plant

POLICY	Shire plant or equipment that has a driver/operator compartment shall not be hired out without a driver/operator. No minor items of plant such as chainsaws, whipper snippers, lawn mowers, turf equipment or tools are available for hire.
OBJECTIVES	To ensure the safe and careful use of Shire property.
GUIDELINES	All requests to be in writing and directed to the Works Supervisor
HISTORY	Former policy 1.5.3
REVIEW	Chief Executive Officer

5.5 Garden & General Refuse – Pick Up

POLICY	A 6 monthly Garden Refuse pick up will be carried out for the Mukinbudin Townsite.
OBJECTIVES	To provide the community with an opportunity to clear excess household/garden waste.
GUIDELINES	At least twice per year the CEO is to advertise by local public notice the garden refuse collection dates and conditions.
HISTORY	
REVIEW	Chief Executive Officer

5.6 Road Making Materials

POLICY

Should it be necessary to obtain road making materials from private property, then any compensation is to be at a flat rate per cubic metre, as prescribed in Council's annual budget and is to be evidenced by a written agreement [see Attachment 5.6(a)] endorsed by the Works Supervisor and countersigned by the Chief Executive Officer.

- Permission to collect material shall be in writing with any conditions detailed on the form provided; and
- All care shall be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

OBJECTIVES

To ensure that all landowners receive fair and equitable payment for gravel and proper written evidence of Council's obligations

GUIDELINES

- To document agreements with landholders for the supply of road making materials e.g. gravel.
- To outline any conditions relating to the taking of road making materials
- Property owner not required to obtain Extractive Industries license as it is the Shire that is operating the pit
- To specify compensation payable
- To prescribe rehabilitation requirements to ensure gravel pits are rehabbed to the landowners satisfaction.
- To prevent disputes arising from removal of

road making materials

- That Council set the initial price for gravel at 55cents per m³ plus gst to apply from 1st July 2017 with the amount to be revised annually having regard to CPI movements and comparisons with neighbouring Councils.

HISTORY

Former policy 1.5.6

REVIEW

Chief Executive Officer

**ATTACHMENT 5.6 (A)
ROAD MAKING MATERIALS - AGREEMENT**



Shire of Mukinbudin

AGREEMENT FOR THE EXTRACTION OF ROAD MAKING MATERIALS

Owner: _____
Address: _____
Contact details: Phone: _____ Fax: _____ Email: _____
Materials required: _____
Estimated volume: _____
From locations: _____ Anticipated life of pit: _____

COMPENSATION

Required: YES NO

Agreed Price: _____

Form of Payment _____

CONDITIONS AND REHABILITATION

- 1. _____
- 2. _____
- 3. _____
- 4. _____

CONSENT OF LANDOWNER/S

I hereby give consent for the Shire of Mukinbudin to remove road making materials, as detailed above, in accordance with the conditions outlined.

Signature: _____ Date: _____

ACCEPTANCE BY SHIRE

On behalf of the Shire of Mukinbudin, I hereby undertake to ensure that the requirements as noted on this form are adhered to:

Chief Executive Officer

Date

5.7 Street Trees

POLICY Trees to be planted max two trees per twenty (20) metres of frontage.

Council will not consider applications for tree planting in 10 metre road reserves

OBJECTIVES To ensure uniform planting.

GUIDELINES Trees to be issued and installed free of charge in consultation with householders with the species determined by staff and in accordance with Council's townscape plan.

HISTORY

REVIEW Chief Executive Officer

5.8 Property Access and Crossovers

POLICY

Access and Crossovers to property shall be constructed to the following specifications.

That Council policy in the provision and maintenance of crossovers be as follows -

(1) That Council contribute 50% of the cost of a standard crossing, which is a first crossing, to a rateable property.

(2) That a standard crossing shall be –

(a) In Town Areas,

a crossing having the same pavement surface as the public road which it joins and having a pipe width of –

- 3m for residential premises;
- 4.0m for commercial and light industrial;
- 6.0m for heavy industrial; and
- 7.5m for service stations;

(b) In Rural Areas

Council will contribute stormwater pipes (if required) to a pipe width of 10 metres or deliver 5m³ of gravel, as its half cost contribution towards the cost of a first crossover.

(3) Where a crossing is built to standards greater than a standard crossing, the landholder shall be liable for the

additional cost involved.

- (4) Council will not be responsible for maintenance of crossovers.
- (5) That in construction of roads listed on the programme of works, all entrances are to be provided with crossovers where gateways are already in existence.

OBJECTIVES

To provide uniform specifications and to set down the level of contribution to be paid by council to the cost of crossings.

GUIDELINES

The Works Supervisor is to ensure that a completed works request form or other written documentation is obtained prior to commencement of works.

Complementary Legislation / Agencies

Local Government (Uniform Local Provisions)
Regulations –

“Contribution to cost of crossing
15. (1) where –

- (a) a local government
 - (i) under regulation 12 constructs or approves the construction of;
 - (ii) under regulation 13(1) requires the construction of,

a crossing giving access from a public thoroughfare to private land or a private

thoroughfare serving the land;

(b) the crossing is the first crossing in respect of the land; and

(c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.”

“first crossing” and “standard crossing” are defined in sub regulation (2) of this regulation.

Main Roads Department if a State Government road is involved. See ULP Reg 14.

HISTORY

Former policy 1.5.1

REVIEW

Chief Executive Officer

ATTACHMENT 5.8 (A) PROPERTY ACCESS AND CROSSOVER

SPECIFICATIONS

Subject to variation at the discretion of Council, the policy of Council in regarding access and crossovers shall be:

1) BASIC ACCESS

Construction of 150mm (depth) compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary as deemed by the Shire.

Council will pay a portion for the cost of the following standard dimensions, as outlined below:

a) Residential

Standard width over full length = 3.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 9.0m

b) Industrial & Commercial

Standard width over full length = 4.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 13.0m

c) Rural

Standard width over full length = 10.0m

Standard widening at roadside junction = 45 degrees for 2 metres on both sides or from culvert to roadside.

General Conditions

- 1) Multiple access to be separated by a minimum of 3.0 metres at the roadside
- 2) No access to be located within 6.0 metres of an intersection boundary or 3.0 metres of a R.O.W. within a town site
- 3) No access to be located within 50 metres of an intersection for rural cross overs
- 4) Council subsidy of rural access is limited to one (1) per farm
- 5) All variations to be paid in full by owner/applicant

** See attached diagrams

Property Access and Crossovers cont.

2. CROSSOVERS (Specifications)

a. Residential

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required
- ii. Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. 100mm depth of reinforced (mesh) concrete on 100mm compacted sand where footpath is paved.

b. Industrial

- i. If the proponent would like a concrete cross over then the **minimum** standard is 125mm depth of reinforced (mesh) concrete on 100mm of compacted sand.
- ii. Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire

c. Commercial

- i. As above

d. Rural

- i. Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required
- ii. To bitumen road: Water binding and a two coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate to standard measurements (at the point of meeting the sealed road) of 10 metre width and 10 metre length.
- iii. To gravel road: Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire

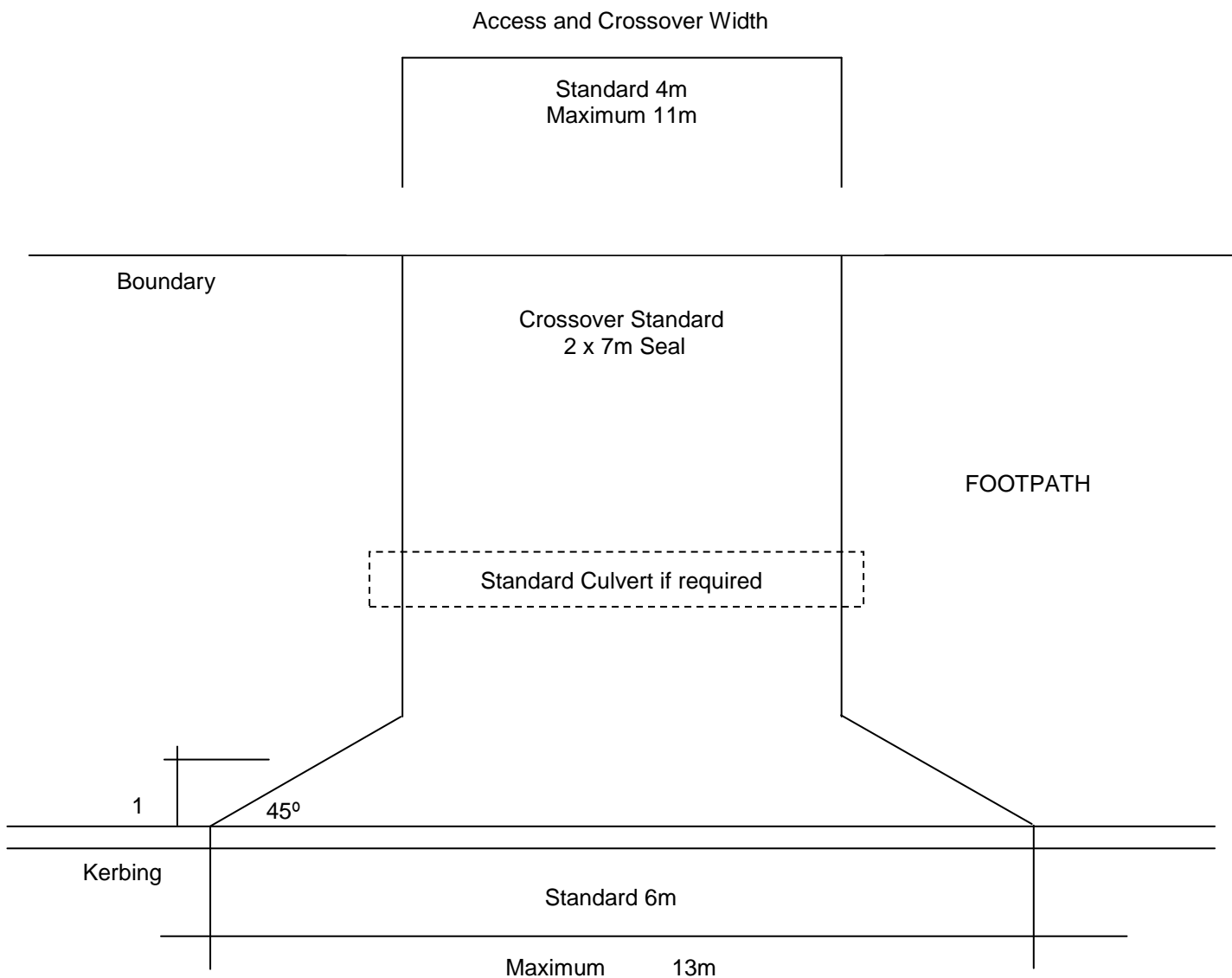
3) General Conditions (Access and Crossovers)

- a) **PRIOR TO** commencing any works pertaining to the installation to a cross over or access point an application shall be filled out and approval to commence the works sought from the Works supervisor.
- b) **BEFORE** any access or cross over works commence, the Shire's Works supervisor shall be informed to determine the location of the crossover, drainage necessary (if required) and discuss the type of access or crossover to be constructed.
- c) **BEFORE** any concrete or bitumen is laid the Works supervisor shall be contacted to inspect the preparation works for approval **BEFORE** the concrete and bitumen are laid.
- d) Once the concrete or bitumen has been laid the Manager of Works shall be contacted to inspect the crossover for a final approval and confirmation of Council Contribution as per this Policy.
- e) If any drainage works have been deemed by the Shire to be required then the Works supervisor shall inform the proponent the size of the drainage pipes (and headwalls) required. The Shire shall also provide levels for the pipes to be installed at.
- f) **BEFORE** any drainage works are covered the Works supervisor shall be contacted to inspect (and approve) the alignment, levels and installation of the drainage products.
- g) All variations from the specifications to be paid in full by owner/applicant
- h) Maximum dimensions of access apply

4) Council Contributions

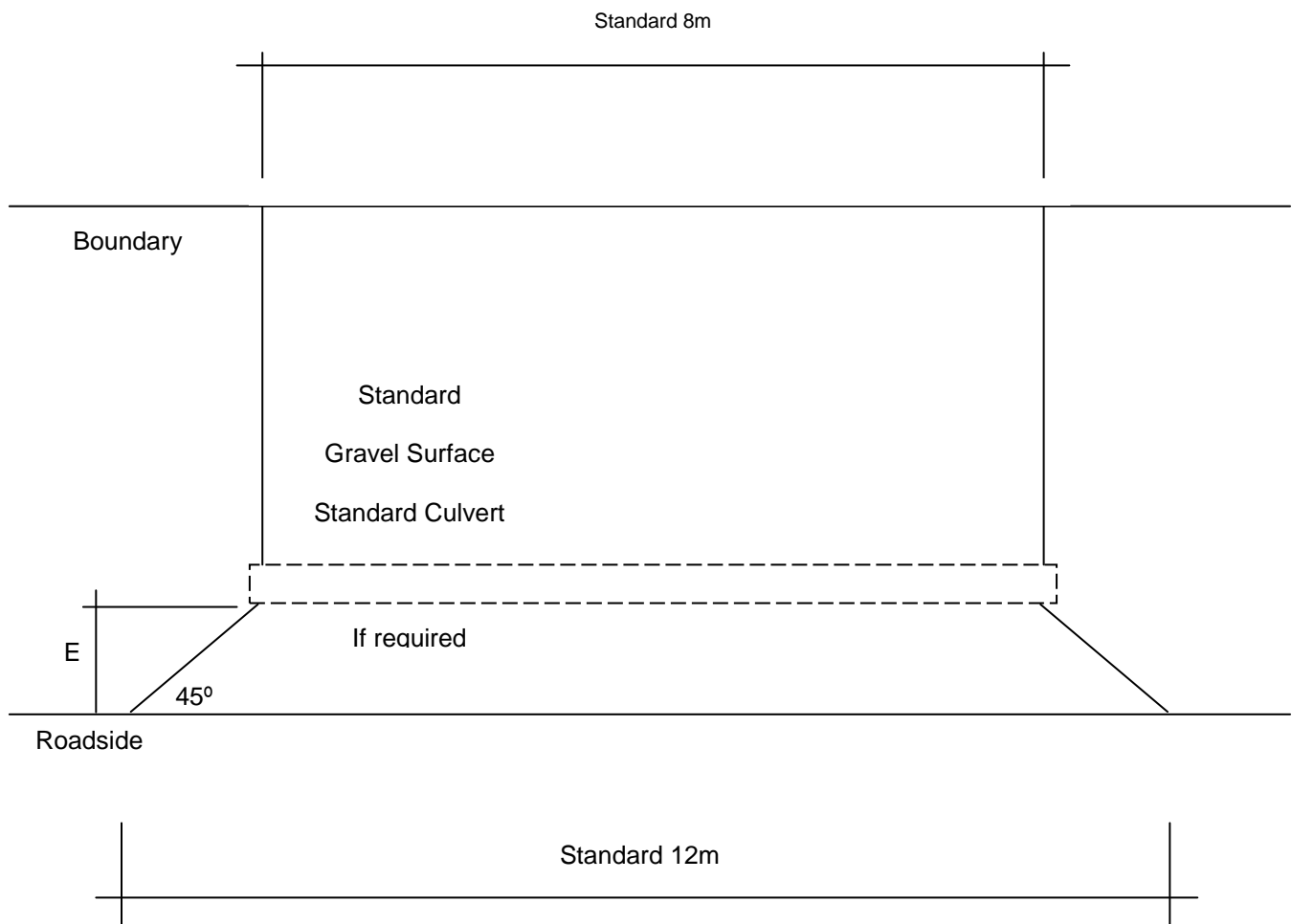
- a) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
 - i) An application for a cross over or access point has been submitted and relevant approvals have been completed, including the final approval being completed.
 - ii) Itemised invoice/s to show the expenditure of funds.
- b) Council shall only contribute up to a maximum of \$1,000 (including GST) per crossover.
- c) The contribution shall be based on the standard dimensions as per the attachments (5.8A, 5.8B and 5.8C).
- d) Council shall only contribute to ONE (1) crossover per property.
- e) In the instance of a 2m concrete dual use concrete path being installed across the crossover, this will be deemed to be the Council contribution for the installation of a crossover.
- f) Council will not contribute to the maintenance of crossovers, maintenance to crossovers (no matter what standard) is the responsibility of the landowner.

**ATTACHMENT 5.8A
DIAGRAM INDUSTRIAL AND COMMERCIAL CROSSOVER**

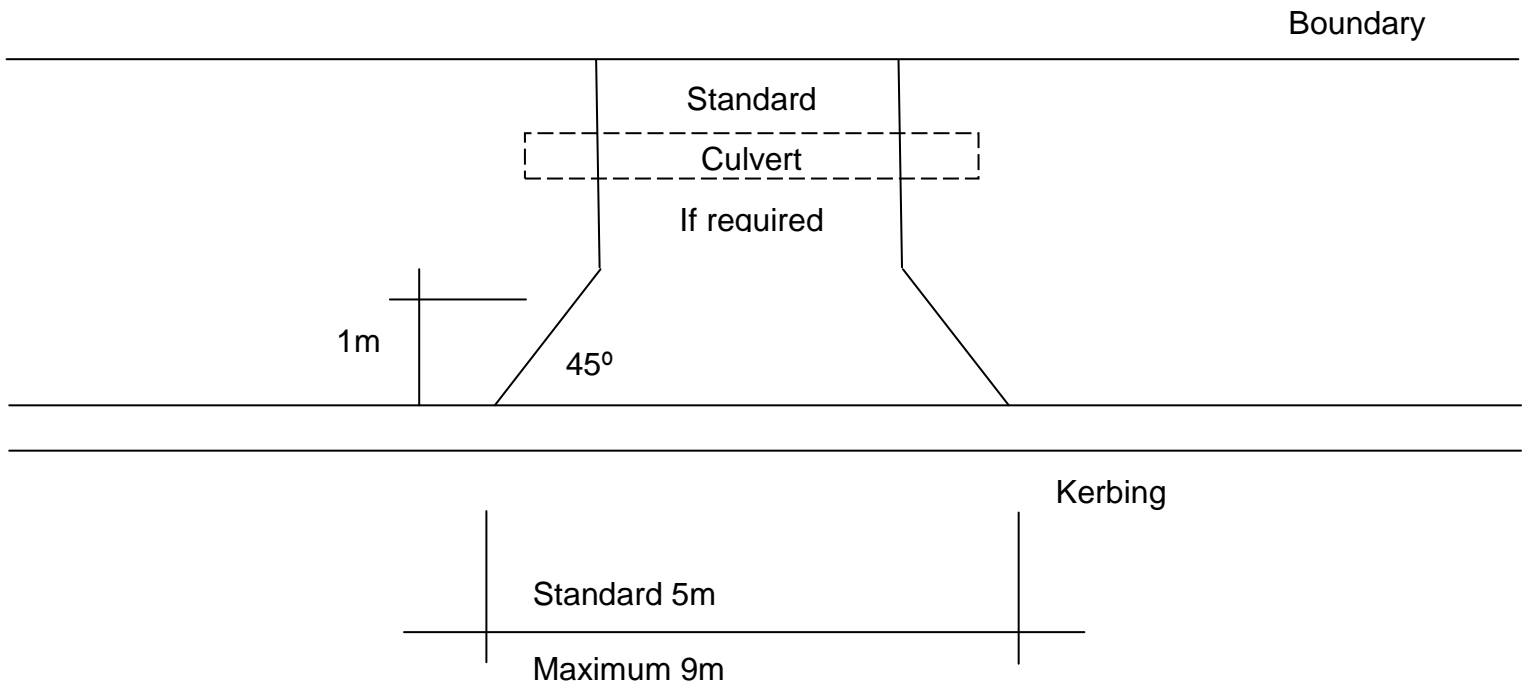


**ATTACHMENT 5.8B
DIAGRAM RURAL CROSSOVER**

ACCESS AND CROSSOVER



**ATTACHMENT 5.8C
DIAGRAM RESIDENTIAL CROSSOVER**



APPLICATION FOR A CROSSOVER

Application to be completed in consultation with Council Policy 5.8 Property Access & Crossovers

Name of Applicant (Land owner): _____

Address:

Proposed construction of crossover (gravel, bitumen, paving, asphalt, etc):

Location map (show distances from boundaries and intersections, show nearest intersections with road names, show crossover width and length from edge of road to lot boundary, show location of services (water, Telstra, etc) and show house/building; include north point):

OFFICE USE ONLY

Application received: _____

Location sited before approval by: _____

Application APPROVED / DENIED

By: _____

Title: _____

Signature: _____

Date: _____

COPY OF APPLICATION TO BE SUPPLIED TO APPLICANT AND ORIGINAL PLACED ON FILING SYSTEM

5.9 Road Classification

POLICY Shire roads, as depicted on the Road Classification Listings (refer Attachment 5.9(a) and Road Classification Plan (refer to Attachment 5.9(b) – map) are categorised into “1”, “2”, “3”, “4” & “5” class roads and will be afforded the following work criteria:

- **Class 1 – Regional Distributor**
 - Links communities
 - Major arterial route
 - Designated as a Roads 2025 road
 - Minimum Standard – 6m wide sealed carriageway, 1.5m wide shoulders each side, 3% cross-fall & back slopes to be clear of suckers annually.
 - Long Term Development – seal to 7m wide bitumen carriageway (11m wide formation)

- **Class 2– Local Distributor**
 - Arterial route that links Regional Distributors or other high volume heavy haulage routes (unofficial lime routes, a road that is the culmination of Roads of Local Significance, etc)
 - Minimum Standard – 3.7m wide sealed surface, 3m wide shoulders each side of seal, 3% cross-fall & back slopes to be clear of suckers annually.
 - Long Term Development – 3.7m wide seal and 3m wide shoulders each side (10m wide formation)

- **Class 3 – Road of Local Significance**
 - A road that gives access to local points of significance (rural tourist route, a local through route, etc)
 - Minimum Standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide formation.
 - Long Term Development - gravel all-weather road to a sealed standard, 10m wide formation

- **Class 4 – Local Road**
 - A road that provides access for residents
 - Minimum Standard – Gravel road or firm natural surface, 7m wide formation and 4% cross-fall (minimum).
 - Long Term Development – Gravel road or firm natural surface, 8m wide formation and 4% cross-fall (minimum).

- **Class 5 – Unformed Road/Track**
 - Provides minimal access, generally a dead end road
 - Minimum Standard – Retain existing standard or unformed road reserve
 - Long Term Development – Nil

OBJECTIVES To identify priority roads

GUIDELINES Roads 2025 and 2030

HISTORY

REVIEW Chief Executive Officer

OFFICER RECOMMENDATION/COUNCIL DECISION

Council Decision Number – 13 04 17

Moved: Cr Junk

Seconded: Cr O’Neil

That Council adopt the 5 (Five) Tier Road Hierarchy Service Delivery Document as follows:

Shire of Mukinbudin – 5 Tier Road Hierarchy Explanation Notes

Tier 1 – District Distributor Road

Road Description: Sealed Roads – Mainly the Shire’s Roads of Regional Significance (2030 roads) and the sealed section of the Mukinbudin North East Rd, that generally link townsites and offrail CBH facilities to the Mukinbudin townsite. These are the highest priority roads within the Shire.

Expected Level of Service: Upgrade and maintain to Standard Type 5 sealed road (minimum 10m carriageway width and minimum 7m seal width). The sealed surface is to be kept free of potholes and severe

surface deformations. The unsealed shoulders to be trafficable and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain back cut on each side.

Expected Road Capital Expenditure: Will receive regular consideration for Capital improvements and preservation works.

Please note that:

- 12.07km of the sealed section on the Wialki North East Rd from SLK 0.0 to 17.3,
- the sealed 3.75km section on the Bonnie Rock / Lake Brown Rd from SLK 0.0 to 3.75, and
- the entire 20.83km of Wilgoyne Rd (at 6.4m sealed width)

are currently the only Tier 1 roads not meeting the type 5 standard, and should be considered upgrading to type 5 standard (Council may adopt to leave these sections at their current seal width). Apart from these upgrade works, the remaining sealed roads are to be preserved via reconstructing and sealing works. On sections where surface deformations are currently severe enough or are expected to deteriorate to "severe" status in the next 20 years, these are to be reconstructed and 2 coat primer sealed. Otherwise, and funding permitting, all other sections should be sealed within a 20 year period.

Expected Road Maintenance Expenditure : All unsealed road shoulders, table drains and side drains on these roads, will be graded once during the summer or autumn period each year, to ensure unsealed shoulders meet bitumen shoulder edge levels, and are free of vegetative growth and trafficable, and table drains and side drains are cleaned out and devoid of vegetative growth.

Tier 2 – Local Distributor Road - Level 1

Road Description: Paved (unsealed roads) that interconnect between Tier 1 roads. These are the second highest priority roads within the Shire.

Expected Level of Service : Upgrade to, and maintain a paved unsealed road to minimum 9m carriageway width and minimum 200mm gravel pavement thickness. The unsealed surface is to be trafficable and kept as corrugation free as is practically possible, and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

Expected Road Capital Expenditure : Whilst the Roads to Recovery funding program is available, these roads will receive regular consideration for Capital Improvements and preservation (gravel resheeting and possible widening).

Expected Road Maintenance Expenditure: These roads will generally receive one (1) "winter" maintenance grade during the wetter part of the winter period each year, and one (1) "summer" maintenance grade during the harvest period each year (to remove grain traffic corrugations – cut off and spread material down shoulder on one side to pick up material next "winter" grade - and table drains and side drains are cleaned out and devoid of vegetative growth).

Tier 3 – Local Distributor Road - Level 2

Road Description: Paved (unsealed roads) that interconnect between Tier 1 and Tier 2 roads. These are the third highest priority roads within the Shire.

Expected Level of Service : Upgrade to, and maintain a paved unsealed road to minimum 8m carriageway width and minimum 150mm gravel pavement thickness. The unsealed surface is to be trafficable and kept as corrugation free as is practically possible, and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

Expected Road Capital Expenditure: Whilst the Roads to Recovery funding program is available, these roads will receive some consideration for Capital Improvements and preservation (gravel resheeting and possible widening).

Expected Road Maintenance Expenditure : These roads will generally receive one (1) "winter" maintenance grade during the wetter part of the winter period each year, including cleaning out the table drains and side drains to remove vegetative growth.

Tier 4 – Local Access Road - Level 1

Road Description: Formed or Paved (unsealed) roads that interconnect between Tier 1, 2, and 3 roads. These are the fourth highest priority roads within the Shire.

Expected Level of Service : Upgrade and maintain the existing formed or paved (unsealed) road to minimum 6.1m carriageway width (this is the minimum carriageway width requirement for potential future Low Volume Type A Network 7 RAV access – with maximum speed limit of 40 km/hr and site distance less than 250m). The unsealed surface is to be trafficable and kept free of debris. The verge vegetation is to be kept trimmed back to behind the top of table drain backcut on each side.

Expected Road Capital Expenditure : These roads will receive some consideration for Capital Improvements and preservation (only to widen the carriageway – or formation – to meet the minimum carriageway width of 6.1m for potential future Low Volume Type A Network 7 RAV access – with maximum speed limit of 40 km/hr and site distance less than 250m). Please note that this potential widening work could possibly be completed with Road Maintenance Expenditure over time by gradually widening the road formation when cleaning out the table drains.

Expected Road Maintenance Expenditure : These roads will generally receive one (1) “winter” maintenance grade during the drier parts of the winter period each year, including cleaning out the table drains and side drains to remove vegetative growth.

Tier 5 – Local Access Road - Level 2

Road Description: Very narrow Formed or Paved (unsealed) roads that interconnect between Tier 1, 2, 3 and 4 roads and are generally less than 8km in length, or are “No Through” roads. These are the lowest priority roads within the Shire.

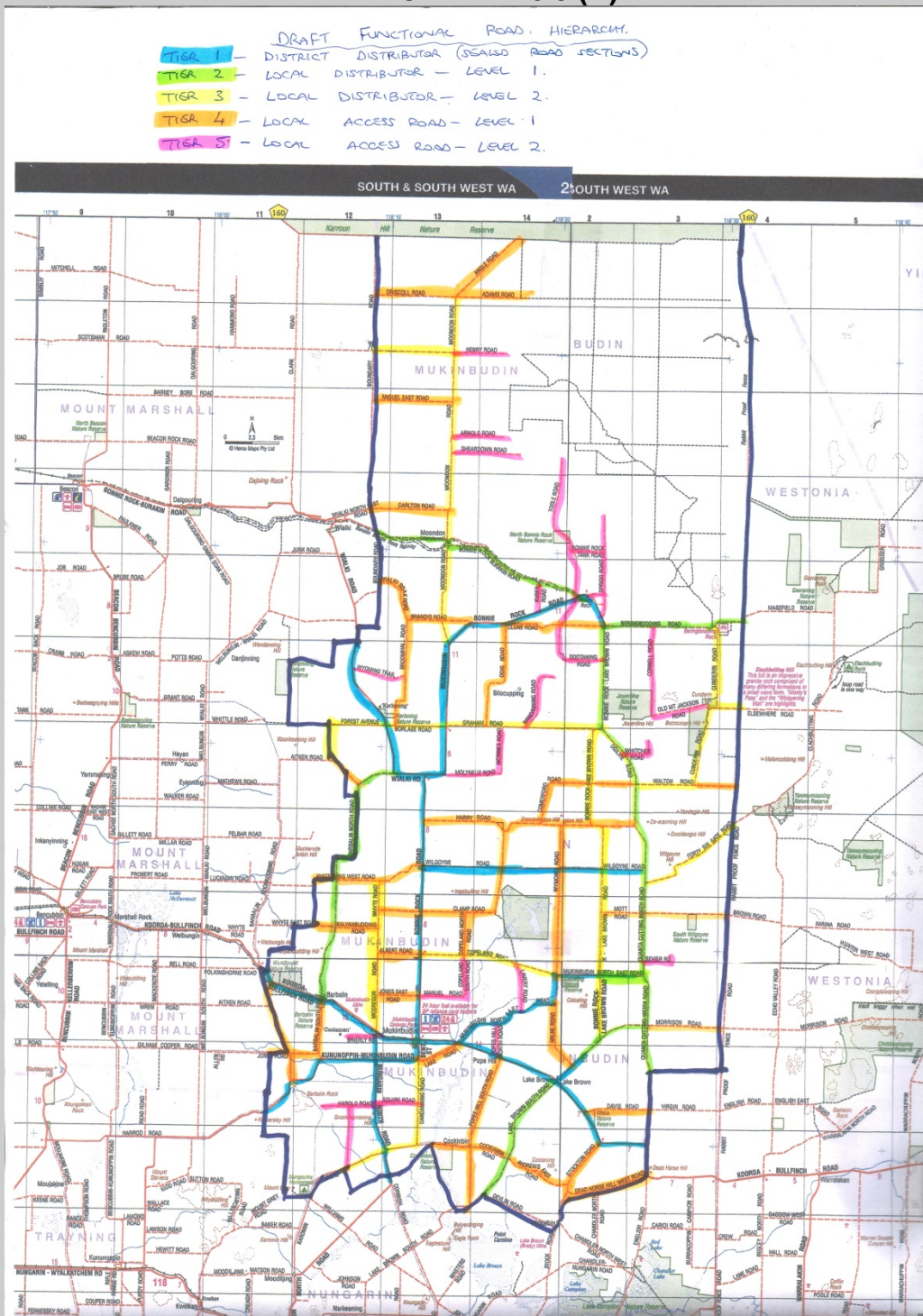
Expected Level of Service : Maintain the existing formed or paved (unsealed) road to current carriageway width. The unsealed surface is to be trafficable and kept free of debris. Please note that where carriageway widths are less than 6.1m and the road length is greater than 5km, there will be no Low Volume RAV access (or any RAV access) available on these roads.

Expected Road Capital Expenditure : These roads will receive no consideration for Capital Improvements and preservation.

Expected Road Maintenance Expenditure : These roads will generally receive one (1) “winter” maintenance grade during the drier parts of the winter period every second winter, including cleaning out the side drains to remove vegetative growth.

Carried **6 / 0**

ATTACHMENT 5.9 (B)



**ROAD
CLASSIFICATION PLAN**

5.10 Gravel Pavement/Curve Design

POLICY When reconstructing road curvatures, the gravel pavement curve design radius will be up to 500 metres with a minimum of 300 metres, wherever possible

OBJECTIVES To ensure minimum standards of safety

GUIDELINES

HISTORY

REVIEW Chief Executive Officer

5.11 Unsealed Roads – Standards

POLICY Shire roads are to be constructed and maintained in accordance with the guidelines set out in the **Unsealed Roads Manual** produced by the *Australian Road Research Board*.

OBJECTIVES To construct and maintain safe roads.

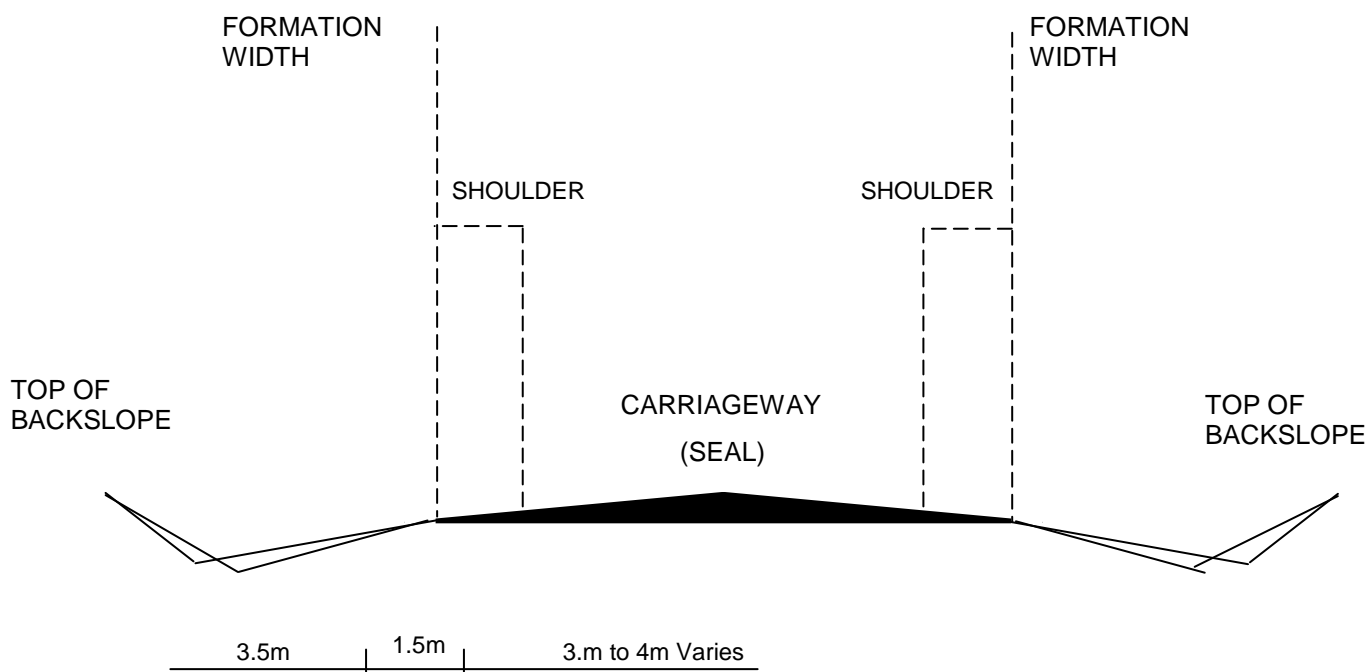
GUIDELINES See Attachment 5.11(a): Road Profile and Specifications for “A” & “B” Class Roads.

See Attachment 5.11(b): Road Profile and Specifications for “C” Class Roads.

HISTORY

REVIEW Chief Executive Officer

**ATTACHMENT 5.11(1,2,3) SEALED/UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS**



Specifications

Formation Width	15-18m
Pavement Width	10.00m
Carriageway Width	7.00m
Shoulders	2 x 1.5m
Traffic Lanes	3.50m
Cross Fall	4% minimum 5% maximum
Batters	1-3 minimum 1-4 maximum

Measurement of the backslope to be decided by the Works Supervisor taking into account the locality.

Road Reserve is to be kept clear of all regrowth by means of clearing and or by chemical spraying. Tree canopy to be cut back to vertical at top of backslope. Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: Extent of clearing to be top of backslope

5.12 Storm Water Drainage

POLICY Townsite property owners shall be permitted to drain storm water from their properties into the main roadside drainage system, with work to be undertaken by the Shire as Private Works.

OBJECTIVES To provide for control of water given the high clay content of soils.

GUIDELINES Requires prior approval of Council's CEO or Works Supervisor

It is the property owners responsibility to maintain in good repair pipes across and under road verges.

HISTORY

REVIEW Chief Executive Officer

5.13 Deep Drainage Policy

POLICY That installation of culverts across road reserves is to be the responsibility of the landowner with work to be undertaken by Shire staff as private works.

OBJECTIVES This policy is designed to guide Council in relation to applications for deep drainage that directly affects Shire controlled lands and infrastructure (i.e. Shire roads, reserves and townsites).

This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.

GUIDELINES Prior to commencement of drainage works within the Shire of Mukinbudin a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to Soil and Land Conservation Regulations 1992.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.

At Councils discretion the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.

If the installation does not proceed within 24 months of approval by Council, the approval lapses, and the application must be resubmitted.

Structure of culvert

The width of the culvert crossing is to be a minimum of 12 metres each side from the centre of the constructed road. Headwalls and silt traps to be installed and located within the boundary of the proponents property.

Any deep drainage system that proposes a development in excess of ten (10) kilometers in length, the Council may require the above mentioned certified report.

Insurance

Any proposal to carry waters through Council infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Council of any liability incurred from any action of law resulting from the development.

Maintenance

The developer shall enter into an agreement with the Shire of Mukinbudin that future maintenance costs of the drainage conveyance shall be at the developer's cost and recorded as an absolute caveat of the affected land. Such remedial works shall be carried out within 14 days of advice from the Shire of Mukinbudin.

At Council's discretion, proposals to conduct water through Shire infrastructure must be accompanied by an Engineering design, as per Attachment 5.13 (A), taking into account the impact on Shire's land and/or infrastructure of extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

Procedure

All construction and remedial costs, including traffic management, of the drainage conveyance structure,

shall be at the proponents/landowners cost.

Traffic management means in accordance with the relevant Australian Standards for Traffic Management.

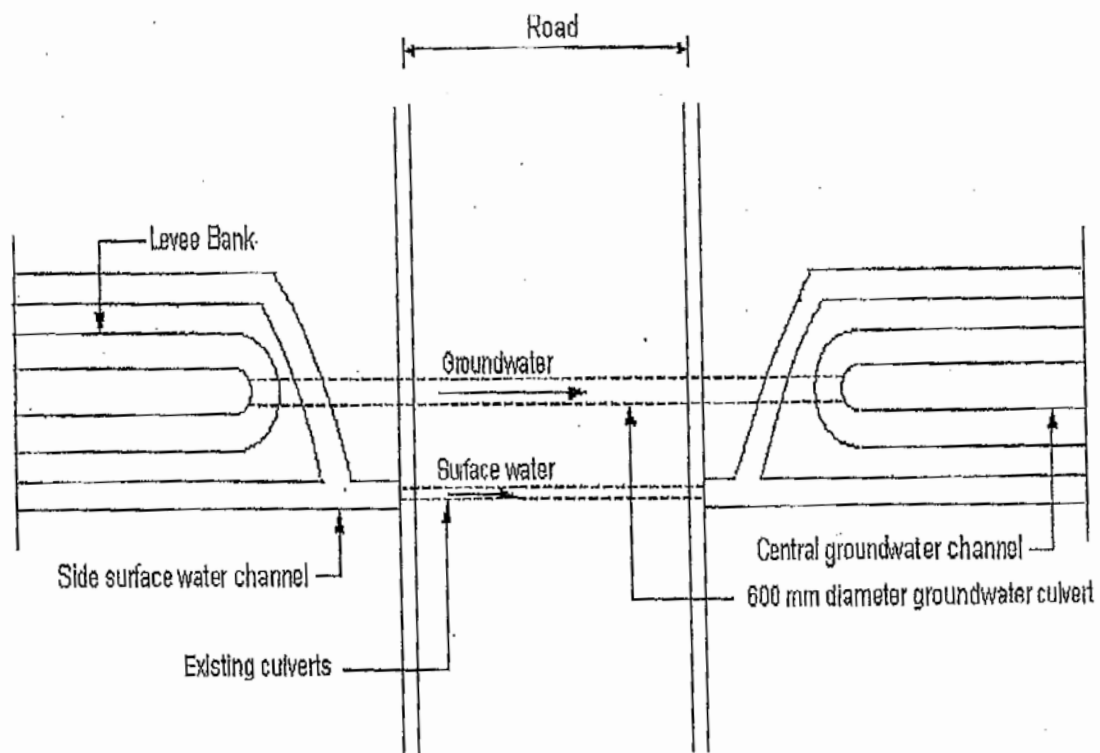
- Location and care of utilities i.e. telephone, water, power or others is the Landowners responsibility
- Provide the Shire's Works Supervisor a minimum of seven (7) days notice regarding Traffic Management.
- Only one half of the road to be closed at any time to allow traffic still to pass
- Bitumen to be cut prior to excavation to ensure neat edge
- Trench to be backfilled with suitable gravel material mixed to optimum moisture
- Install a minimum of 600mm Diameter Class 4 Concrete Pipes on all road crossings. (Alternative drainage/pipe suggestions must be submitted and approved by Council 90 days prior to installation.)
- Trench to be compacted in no more than 100mm lifts using a standard plate compactor
- Allow to top up material if subsidence is incurred
- Liaise with Shire to reseal trench

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to Council, prior to the contractor commencing works.

REVIEW

Chief Executive Officer

ATTACHMENT 5.13(A) ENGINEERING DESIGN



Plan view: showing separation of groundwater and surface water flow

5.14 Water Pipeline Policy

POLICY Council will consider application of installing water pipes under local roads.

OBJECTIVES To establish guidelines for installation of water pipelines.

GUIDELINES

- The pipe is to be buried at least 600mm beneath the roadway;
- The pipe be placed inside a larger diameter pipe;
- White post marked “Water Pipe” be placed at either end of the line where is crossed the road reserve;
- The landowner is responsible for any damage that may occur.

HISTORY

REVIEW Chief Executive Officer

5.15 Temporary Closure of Unsealed Road During/After Rainfall Events

- POLICY** Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996*.
- OBJECTIVE** To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.
- GUIDELINES** Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.
- Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.
- Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is

affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining shires, and notices will be posted at the Shire Administration Office and published in the next edition of the Muka Matters.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by facsimile or SMS text message. A media release will be sent to media outlets.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the Local Government Act 1995. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the Local Government (Function and General) Regulations 1996.

HISTORY

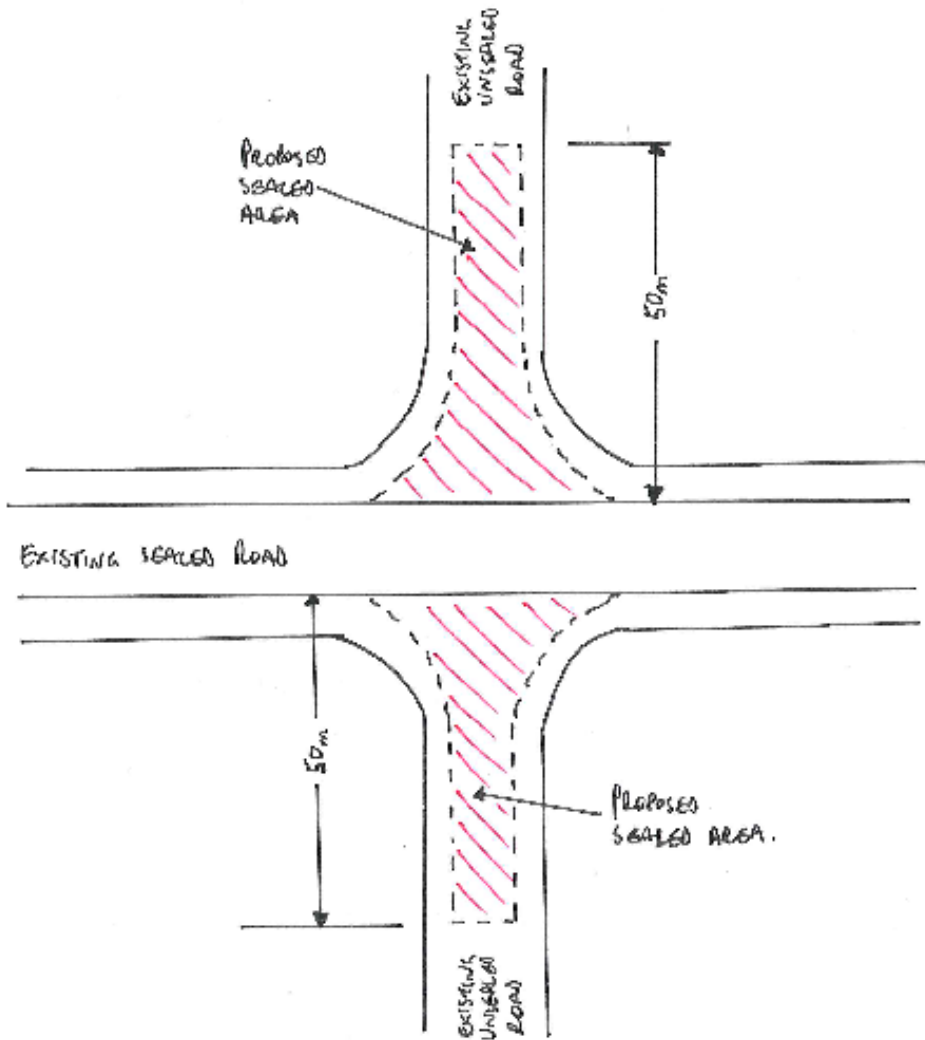
REVIEW

Chief Executive Officer

5.16 Sealing of Unsealed Roads at Sealed Road Intersections

POLICY	The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.
OBJECTIVES	To reduce maintenance costs of unsealed roads at sealed road intersections.
GUIDELINES	<p>Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection.</p> <p>The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road.</p> <p>Each occurrence should be considered on its merits based on traffic volumes and maintenance history.</p>
HISTORY	
REVIEW	Chief Executive Officer

**ATTACHMENT 5.16 (A)
DIAGRAM**



5.17 Fleet Safety Policy

POLICY	The Shire Staff and Councilors Fleet Safety Policy as recommended by Roadwise
OBJECTIVES	To improve shire staff and Councilor safety when travelling in Shire Vehicles.
GUIDELINES	ANCAP rating.

Element One

Integrating Fleet Safety Policies into an Occupational Health and Safety Framework

1.1 Fleet Safety Policy

- 1.1.1 The organisation has a fleet safety policy that is signed and dated, contains clear fleet safety objectives and a commitment to improving fleet safety performance.
- 1.1.2 The organisation's fleet safety policy has the authorisation of the Chief Executive Officer.
- 1.1.3 The fleet safety policy is communicated to employees (contract and casual) and employees sign a copy of the fleet safety policy, confirming understanding and acceptance of the policy.
- 1.1.4 A process exists for scheduled reviews of fleet safety policy objectives to assess their effectiveness and make changes in accordance with organisational and legislative changes where appropriate.

1.2 Fleet Safety Responsibilities

- 1.2.1 The organisation has defined and documented the responsibilities, authority to act and reporting requirements of fleet safety, and has communicated these to all employees.
- 1.2.2 The organisation's annual report documents fleet safety performance.
- 1.2.3 Implementing the fleet safety management system is the responsibility of the Corporate Services team.
- 1.2.4 Senior management (KIM) regularly reviews the effectiveness of the fleet safety management system in satisfying the organisation's stated fleet objectives.

1.3 Review and Evaluation of Fleet Safety Policy

- 1.3.1 Crucial fleet safety documents are identified as policy. The date the documents were issued, date of modifications, and authorisation appear on the documents.
- 1.3.2 A procedure exists for altering and approving the changes to fleet safety documents.
- 1.3.3 The effectiveness of communicating the policy objectives is evaluated.

1.4 Employee Involvement and Consultation

- 1.4.1 The organisation has avenues for discussing fleet safety issues in the workplace.
- 1.4.2 Managers discuss fleet safety in meetings with staff.

1.5 Auditing of Systems

- 1.6.1 Fleet safety management systems are regularly audited according to a set schedule to assess the match between organisational fleet safety objectives and activities.
- 1.6.2 Fleet safety management systems are independently audited by appropriately qualified persons.

Element Two

Taking Road Safety into Account when Recruiting and Selecting New Staff

2.1 Recruitment

- 2.1.1 Safe driving is mentioned in position descriptions for jobs involving significant driving tasks
- 2.1.2 An applicant is asked to provide evidence of a current driver's licence.
- 2.1.3 Applicants for positions involving significant driving tasks are asked to provide details of crash records and traffic infringements for the past three years.

2.2 Selection

- 2.2.1 A potential employee's driving record is assessed for jobs involving significant driving tasks
- 2.2.2 An applicant's driving record is a factor in the hiring of new employees for jobs involving significant driving tasks.
- 2.2.3 An applicant's attitude to safety is addressed in the interview.

Element Three

Developing a Road Safety Induction for Staff

3.1 New Employees

- 3.1.1 The organisation ensures that all employees undergo an induction program containing a fleet safety component covering the organisation's fleet safety policy and procedures.
- 3.1.2 Vehicles are assigned to new employees based on the needs of their job.

3.2 Supervisors

- 3.2.1 The organisation has an induction program for managers which includes fleet safety issues.

Element Four

Informed Choice Based on Safety when Purchasing and Maintaining Vehicles

4.1 Fleet Selection

- 4.1.1 The organisation obtains advice from qualified fleet safety professionals (in-house or external).
- 4.1.2 Purchasing decisions are made in consultation with employees to determine the fleet safety requirements and environmental specifications where decisions may affect those employees.
- 4.1.3 Relevant safety features are considered when selecting vehicles.
- 4.1.4 All light fleet vehicles to be fitted with frontal protection bars and spotlights

4.2 Fleet Maintenance

- 4.2.1 Fleet vehicles are registered annually (including compulsory third party (CTP) insurance).
- 4.2.2 Reporting of fleet vehicle inspections, maintenance, repairs and modifications is maintained as a running record by the organisation.
- 4.2.3 The organisation has a vehicle maintenance program.
- 4.2.4 Drivers regularly inspect their vehicles.
- 4.2.5 There is a procedure to follow if there is a problem with a vehicle.
- 4.2.6 Tyre wear is monitored.
- 4.2.7 Fuel consumption is monitored.

Element Five

Data Collection on Fleet, Drivers and Incidences/Accidents

5.1 Crash Reporting

- 5.1.1 The organisation has a documented reporting system for all fleet safety incidents (including minor panel damage, crashes, injuries and fatalities).
- 5.1.2 A procedure is in place for informing all employees of the process for reporting fleet safety incidents.

5.2 Crash Investigations

- 5.2.1 Reported incidents are investigated in accordance with an organisational investigation procedure.
- 5.2.2 Investigation reports contain recommendations and a timetable for implementing corrective actions.
- 5.2.3 A procedure exists for evaluating and monitoring remedial/corrective measures.

5.3 Crash Monitoring

- 5.3.1 Pertinent fleet safety data are collected and analysed.
- 5.3.2 Regular reports on fleet safety performance are produced and distributed within the organisation.
- 5.3.3 Benchmarking data are collected.

Element Six

Reinforcement of Fleet Safety through Incentives and Disincentives

6.1 Driver Monitoring

- 6.1.1 Organisations keep a record of traffic infringements incurred by employees.
- 6.1.2 Employees receive feedback about their driving performance.
- 6.1.3 The organisation conducts driver's licence checks.

6.2 Incentives

- 6.2.1 The organisation has an incentive scheme for safe driving.

6.3 Disincentives

- 6.3.1 The organisation has a system for recognising poor driving behaviour.

Element Seven

Training, Education and Development Programs

7.1 Assessing Training Needs

- 7.1.1 Before assigning a vehicle to an employee, organisations check whether the employee has driven that type and size of vehicle before.

7.2 Driver Education

- 7.2.1 A system is in place to provide fleet safety information to all employees.

7.3 Training

- 7.3.1 Legal obligations and fleet safety management principles and practices are articulated to the organisation's executive and senior management through formal training.

HISTORY

REVIEW Chief Executive Officer

5.18 Chemical Use Policy

POLICY The Shire of Mukinbudin is committed to reducing risks associated with the transportation, storage handling, use and disposal of chemicals. The Shire will minimise risks associated with chemicals in its buildings, infrastructure, parks, road reserves and natural areas.

This risk reduction will provide for appropriate maintenance and management to minimise the harm or potential harm of injury or disease. The Shire will conduct its operations in accordance with the practices outlined in the associated Chemical Use Management Practice in order to achieve this aim. In this Policy the term “chemicals” includes pesticides, herbicides, fungicides, fertilisers, cleaning products, building materials, solvents, glues and other agents or any other similar substances.

OBJECTIVES This Policy will allow the Shire to effectively manage its infrastructure, technological and information assets, and the natural environment, whilst minimising the harm or potential harm of injury or disease

GUIDELINES Department of Health ‘A Guide to the management of pesticides in local government in Western Australia’

SCOPE

1.1 When using pesticides as part of a pest control program, the Shire of Mukinbudin will adhere to the following principles:

- Minimise pesticide use, consistent with achieving acceptable pest control outcomes;

- Use pesticides on the basis of risk management, good contract management and auditing of results;
- Consult the community and provide timely notification of pesticide application events;
- Consult other government agencies and local stakeholders when pest control activities have the potential to impact on environmentally significant land, water catchment areas, farming property or other sensitive area or activity;
- Comply with all applicable legislation, codes and policies with respect to pesticide application by the Local Government Authority or its contractors.

PLANNING

(see also Town Planning Scheme N^o.4)

6.1 Outbuildings in Residential Zoned Areas

POLICY

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Mukinbudin.

Outbuildings that:

- i. Comply with the Building Code of Australia 2012 (as amended);
- ii. Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed;
- iii. Are not attached to a dwelling;
- iv. Are not habitable;
- v. Are not within the primary street setback area;
- vi. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;

- vii. Are setback in accordance with the requirements of the Residential Design Codes;
- viii. Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in Table 1 below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council as per 'Guidelines' above –

Table 1

LOT AREA (m ²)	MAXIMUM SINGLE OUTBUILDING (m ²)	TOTAL OUTBUILDINGS (m ²)	MAXIMUM WALL HEIGHT (meters)	MAXIMUM RIDGE HEIGHT (meters)
500 – 749	46	62	2.4	3.6
750 – 999	73	97	3.0	3.6
1000 – 1249	94	125	3.0	3.6
1250 – 1699	117	156	3.0	3.9
1700 – 2049	130	202	3.0	3.9
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5

OBJECTIVES

To control the size and height of outbuildings in residential areas and to ensure that the construction of an outbuilding does not detract from the general aesthetics of the residential area.

See Town Planning Scheme No 4.

GUIDELINES

Applications not meeting this policy development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application (available at the Shire office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or

affected owners are to be obtained and confirmed in writing.

HISTORY

REVIEW

Chief Executive Officer

6.2 Sheds on Residential Land – Building Permits

POLICY	<p>Approval for the erection of outbuildings on residential land be granted only when:</p> <ul style="list-style-type: none"> a) A dwelling is in existence on the Lot; or, b) Plans for the overall development of the Lot, including a dwelling, are submitted to Council in conjunction with the plans for the outbuilding.
OBJECTIVES	See Town Planning Scheme No 4.
GUIDELINES	This policy enable staff to approve the erection of outbuildings in certain circumstances, without reference to Council. All other scenarios will be referred for Council determination.
HISTORY	Outbuilding Policy
REVIEW	Chief Executive Officer

6.3 Parking of Chemical Spray Units in Townsites

POLICY	The parking of active chemical spray units in residential and commercial areas (as defined TPS No.4) is generally not permitted.
OBJECTIVES	To provide for the appropriate storage of chemical spraying equipment and visual amenity of the town
GUIDELINES	Town Planning Scheme No 4
HISTORY	
REVIEW	Chief Executive Officer

6.4 Development of Movable Buildings – Including Relocated Buildings

POLICY	That the development of movable buildings, including relocated buildings be controlled in accordance with the Development of Movable Buildings Guidelines detailed Town Planning Scheme No. 4
OBJECTIVES	To control and guide the overall finished appearance of all relocated dwellings.
GUIDELINES	Town Planning Scheme No 4
HISTORY	Bonds refund in stages
REVIEW	Chief Executive Officer

6.5 Use of Sea Containers & Other Similar Transportable Structures within the Scheme Area

POLICY	That the use of sea containers and similar transportable structures be controlled in accordance with the policy as detailed in Town Planning Scheme No 4.
OBJECTIVES	To control the use of such structures.
GUIDELINES	Town Planning Scheme No. 4
HISTORY	
REVIEW	Chief Executive Officer

6.6 Town Planning Scheme Policies

POLICY The Mukinbudin Shire under and by virtue of the provisions and powers conferred upon it in that behalf by clause 7.6 of its Town Planning Scheme No. 4 has adopted the following Scheme Policies:

- 1 Townscape Plans for Townsites
- 2 Future Development in Mukinbudin Townsite
- 3 Mukinbudin Industrial Areas
- 4 Offensive Uses
- 5 Mukinbudin Council's Community Plan Priorities
- 6 Outline Policy Plans for Policy Areas
- 7 Fences
- 8 Industrial Areas in Mukinbudin
- 9 Stables
- 10 Aged Accommodation
- 11 Moveable Buildings
- 12 Heavy Haulage Routes
- 13 Veranda's over footpaths

OBJECTIVES To enable Council to more accurately prescribe in finer details its requirements in areas where it feels the broader definitions of its scheme is lacking.

GUIDELINES Town Planning Scheme No. 4

HISTORY

REVIEW Chief Executive Officer

6.7 Policy on Reduced Setbacks for Residential Lots

POLICY To provide guidance for delegated officers when approving reduced setbacks on residential lots within the Shire of Mukinbudin.

OBJECTIVES To establish a set of guidelines for the approval of Reduced setbacks on residential lots within the Shire of Mukinbudin.

GUIDELINES The following criterion need to be met in order for a Reduced setback to be approved under delegated Authority:

1. Setback is to be reduced to no less than 1m from the boundary.
2. The setback to be reduced relates to those other than Street setbacks.
3. Building footprint is to be a reasonable size with reduction required to enable a good fit.
4. Approval is for a reduced setback for a single storey dwelling only.
5. Application for the reduced setback is within a residential lot setting only.
6. In the case of Sheds, the shed height is not to exceed 3m at the top of the external wall and 6m at the top of the pitch of the roof.
7. Design is sensitive to the surrounding amenity and meets outdoor open space requirements of a minimum of 45% of the total development,

including a minimum of 24sq metres outdoor living.

All applications approved under delegated authority will need to be assessed using the Reduced Setbacks Approval Assessment Form and reported to Council on a monthly basis. The assessment is to be signed off by both the CEO.

HISTORY

May 2016

REVIEW

Chief Executive Officer

Reduced Setback Approvals Assessment Form Date.....

Property Address	Proposal Outline
Criteria	Comment
Setback Distance	
Which boundaries?	
Building footprint	
Single Storey Dwelling	
Residential Lot	
Shed height	
% open space Outdoor living in meters	
Additional Comments	
Approved/Declined	

Completed by

CEO Signature.....

ADMINISTRATION

7.1 Harvest

POLICY That harvesting, including the harvesting of clover, shall be prohibited on Christmas Day, Boxing Day and New Year's Day, within the Shire of Mukinbudin.
Harvest to be permitted to be carried out on every day of the year except Christmas Day, Boxing day and New Year's Day, subject to no harvest ban being in place.

OBJECTIVES To minimise the likelihood of an emergency on Christmas Day, Boxing Day or New Year's Day Public Holiday, when firefighters may not be in a state of readiness.
To reduce the risk of fire on Public Holidays when firefighters may not be in a state of readiness.

GUIDELINES Bush Fire Advisory Committee
DFES (FESA)
Bush Fires Act 1954
Bush Fire Regulations 1954 Reg 38A and 38C

38A. Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times

- (1) Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either

absolutely or except in accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.

- (2) A notice or direction under subregulation (1) —
 - (a) may be given by wireless broadcast or in writing;
 - (b) shall have effect for such period during the prohibited burning times or restricted burning times, or both, as is specified in the notice or direction;
 - (c) may be varied or cancelled by a bush fire control officer by a subsequent notice or direction in the manner set out in that subregulation.
- (3) During any period for which a notice or direction under subregulation (1) has effect a person shall not, in any area specified in the notice or direction, operate or use any engines, vehicles, plant or machinery contrary to the notice or direction.
Penalty: \$5 000.
- (4) A person shall, when required by a local government, provide a plough or other specified machine, appliance or firefighting equipment in or in the vicinity of any land or paddock where harvesting operations are being carried on.

HISTORY

Former policy 1.3.1

REVIEW

Chief Executive Officer

7.2 Caravan Parks - Policy

POLICY	<p>In respect to the Caravan Parks owned and operated by the Shire of Mukinbudin, the following policies will apply:</p> <ul style="list-style-type: none">a) Dogs will be accepted and must be on a lead;b) Lighting of fires within the Park is not permitted without approval of the caretaker;c) Any tenant creating a disturbance may be asked to leave.
OBJECTIVES	<p>To clarify the Shire's position in regard to these matters.</p>
GUIDELINES	<p>These policies are at the discretion of the Shire and compliment the requirements of the <i>Caravan Parks and Camping Grounds Regulations 1997</i>.</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

7.3 Liquor on Council Property

POLICY

No liquor of any type shall be permitted to be stored or consumed on Council controlled public property without the application for and granting of a permit by the CEO or other designated officer.

Clubs may apply for a seasonal permit for the consumption of liquor with all dates shown on the permit.

OBJECTIVES

GUIDELINES

The Police are to be advised each time a permit for the consumption of liquor is issued.

If liquor is to be sold, either by individual sale or as part of a ticket price, a separate permit from the Department of Liquor, Racing and Gaming is necessary.

HISTORY

REVIEW

Chief Executive Officer

7.4 Freedom of Information Officers

POLICY	<p>For the purpose of the <i>Freedom of Information Act 1982</i>:</p> <p>a) The CEO is the Principal Officer and the Internal review Officer for the purposes of the Act; and,</p> <p>b) The Finance & Administration Manager is the FOI Coordinator for the purposes of the Act.</p>
OBJECTIVES	To set out the responsible officers und the <i>Freedom of Information Act 1982</i>
GUIDELINES	In accordance with the <i>Freedom of Information Act1982</i> , s13.39 and Schedule 2
HISTORY	
REVIEW	Chief Executive Officer

7.5 Pensioner Rates Review Officers

POLICY For the purposes of the *Rates and Charges (Rebates and Deferments) Act 1992*;

a) The CEO is the Pensioner Rates Review Officer as defined by the Act; and,

b) Finance & Administration Manager is the Pensioner Rates Determination Officer as defined by the Act.

OBJECTIVES

GUIDELINES

In accordance with the Rates and Charges (Rebates and Deferments) Act 1992, s12 and s13.

HISTORY

REVIEW

Finance & Administration Manager

7.6 Record Keeping Plan

POLICY	For Shire to maintain a Record Keeping Plan in accordance with the requirements of the <i>State Records Act 2000</i> .
OBJECTIVES	<p>The purpose of the Record Keeping Plan is to define the principles that underpin the Shires record keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire.</p> <p>The Plan and its associated procedures establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.</p>
GUIDELINES	<p><i>State Records Act 2000</i></p> <p>See Attachment 7.6 Record Keeping Plan Guidelines</p>
HISTORY	Former Policy 1.1.15
REVIEW	Chief Executive Officer

ATTACHMENT 7.6 RECORD KEEPING PLAN GUIDELINES

Scope

This policy applies to all Shire Councillors records created or received by a Shire employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Mukinbudin, regardless of their physical format, storage location or date of creation.

Custodianship of Records

The Shire recognises its records as the local government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) are vested in the Shire of Mukinbudin.

Roles & Responsibilities

- Elected Members:. Records will be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council through the creation and retention of records of meetings of Council and Committees of Council. All significant Elected Member records that come through the Shire's administration will be captured into the Shire Record Keeping System.
- Elected Members are responsible for ensuring that any records they create, collect and retain relating to their role as an Elected Member are to be provided to the Shire's Information Services for keeping in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.
- Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- All Staff: Staff (including contractors) are responsible for creating, collecting and retaining records relating to the business activities they perform. They are to identify significant and ephemeral records (with no continuing value to the organisation), ensure significant records are captured into the Record keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

Creation of Records

Staff and contractors are to ensure appropriate and accurate records are created in the relevant format, of the Shire's business decisions and transactions to ensure compliance with all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

Records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata (data about the record), into the local government record keeping and business systems, that are managed in accordance with sound record keeping principles.

Security & Protection of Records (to be Maintained by Information Services)

Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire's records by

- 1) Staff and contractors - will be in accordance with designated access and security classifications.
- 2) The general public will be in accordance with the Freedom of Information Act 1992, the Local Government Act 1995.
- 3) Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995 and Shire Policy

Appraisal, Retention & Disposal of Records

Records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

7.7 Mukinbudin Caravan Park Overflow

POLICY	Use of overflow facility to meet the requirements of Regulation 20 of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
OBJECTIVE	To establish a protocol for the implementation of the overflow facility for the Mukinbudin Caravan Park.
GUIDELINES	<p>The maximum capacity of the Mukinbudin Caravan Park is set at 30 Caravans/Motorhomes. Once this number is reached the overflow facility will be initiated.</p> <p>Patrons who make use of the overflow facility will be directed from the caravan park by a council staff member who will assist with the safe positioning of the caravans/motorhomes.</p> <p>Any one patron shall not be permitted to utilise the overflow facility for a time period of greater than 7 consecutive days at any one time.</p> <p>A 10% discount shall apply to patrons who are required to use the overflow facility.</p>
HISTORY	No former policy exists
REVIEW	Chief Executive Officer

7.8 Temporary Camping Site

POLICY	Use of the Recreational Sports Grounds as a temporary camping site for participants who attend approved community events from out of town.
OBJECTIVE	To establish a protocol for the implementation of the use of the Recreational Sports Grounds as a temporary camping site during approved community events.
GUIDELINES	<p>Council may permit the use of the Recreational Sports Grounds for the purposes of a temporary camping site provided approval is sought and granted. Community Event Organisers may seek approval from Council on behalf of participants at their Events by means of the event application process. Such temporary stays shall be no longer than 7 consecutive days per event and will be approved on a case by case basis.</p> <p>Event Organisers will be responsible for the Management of campers during the approved period In accordance with any conditions as stipulated within the approval.</p>
HISTORY	
REVIEW	Chief Executive Officer

7.9 IT Security

POLICY	IT Security measures are in place.
OBJECTIVE	To appropriately protect the Information and Communication Technology (“ICT”) technology facilities infrastructure against theft, fraud, malicious or accidental damage, breach of privacy and confidentiality.
GUIDELINES	<p>The IT Security Policy applies to all information systems and information system components of the Shire of Mukinbudin. Specifically it includes:</p> <ul style="list-style-type: none"> • All dedicated systems. • All information storing platforms. • All devices that provide or have access to centralised storage capabilities. <p>This will be achieved by ensuring:</p> <ul style="list-style-type: none"> • All information systems are protected by Antivirus Software. The protection will be performed at the network boundary, on all facilities, fixed and mobile. • All information stored is held in confidence and only used for the sole purpose of Local Government requirements. • At the same time this security will not impede on the operation of the systems, services and equipment of the Shire of Mukinbudin and associated infrastructure.
HISTORY REVIEW	May 2016 Chief Executive Officer

7.3.8 Council Vacancies – Approval to remain vacant	
Location:	Whole of Shire
File Ref:	ADM 293
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	25 th May 2019
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

Summary

To allow Council to consider the current vacancies on Council caused by the resignation of three members.

Background Information

Three members of Council resigned from Council as permission from provided by the W Electoral Commission to allow for these vacancies to remain vacant until the Ordinary Local Government October Election cycle. With Cr Seaby recently elected to the CBH Board and unable to attend a number of Council meetings between now and the October Election the CEO recommended to Council at the April meeting that Council should seek to fill the vacancies prior to October and at the April Ordinary meeting of Council, it was resolved as follows:

COUNCIL DECISION

Council Decision Number – 18 04 19

Moved: Cr Ventris

Seconded: Cr Paterson

That the CEO contact the WA Electoral Commission seeking that current Councillor vacancies be filled by way of an Extraordinary Election.

That the Extraordinary Local Government Election be by method of 'In person' Election type.

Carried: 4 / 2

Cr Comerford & Cr Nicoletti voted against

An Extraordinary Election was advertised State-wide and Locally as required under LG Act 1995 and at close of Nominations at 4.00pm on Thursday 23rd May 2019, no nominations were received, causing the three current vacancies to remain.

Officer Comment

With a total of nine (9) Elected members, having seven (6) remaining provides Council with 66.66% representation. However, due to an Ordinary Local Government Election being scheduled for October 2019, Council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled under section 4.17 (3) of the Local Government Act 1995.

Strategic & Social Implications

Nil

Consultation

Cr Gary Shadbolt – Shire President

Mr Phil Richards – WA Electoral Commission – Local Government

Stuart Fraser – Department of Local Government and Communities

Mr Tony Brown – WALGA

Mr James McGovern - WALGA

Statutory Environment

4.16. Postponement of elections to allow consolidation

- (1) This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.
- (2) If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.
- (3) In the case of a member's office becoming vacant under section 2.32 by resignation, if —
 - (a) the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and
 - (b) the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with,
 any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.
- (4) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in an election year; but
 - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

[Section 4.16 amended by No. 66 of 2006 s. 7; No. 2 of 2012 s. 11.]

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* *Absolute majority required.*

(4A) Subsection (3) applies —

(a) if —

- (i) the office is for a district that has no wards; and
- (ii) at least 80% of the number of offices of member of the council in the district are still filled;

or

(b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

[Section 4.17 amended by No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

Policy Implications

Nil

Financial Implications

The cost of holding an Extraordinary Election is approximately \$10,000-\$13,000 and Council will also have the cost of holding an Ordinary Election in the 2019/2020 years Budget. An allowance of \$13,000

(thirteen thousand dollars) for an Extraordinary Election has been made in the mid-year Budget Review as a precaution.

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That as a result of the recent Extraordinary Election and the failure to attract a Nomination to Council, that in accordance with section 4.17 (4A) the Council request approval from the Electoral Commissioner for the three vacant Council positions to remain vacant until the ordinary October 2019 Local Government Elections.

Carried: /

8. Elected Members Motions of which previous notice has been given

8.1 Nil

9. Urgent Business without notice (with the approval of the President or majority of Council)

9.1 Nil

10. Important Dates

10.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO.(written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Undertake Staff Annual Performance Reviews. Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33) Resolution regarding timing of Annual Electors Meeting
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)

October	<p>Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting)</p> <p>Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12).</p> <p>Council's Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

11. Closure of Meeting

11.1 The Chairperson to declare the meeting closed at ____.